



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, November 21, 2013, 3:30 p.m.
Northwest Library
5600 NW 122nd
Oklahoma City, OK 73142
(Telephone: 606-3580)

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM

Fran Cory, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #43 – Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

3:45 – 4:00 pm CONSENT DOCKET (#44 - #46)

- Document #44 – Approval of Minutes of October 17, 2013 Meeting
- Document #45 – Acceptance of Review of Expenditures for October 2013
- Document #46 – Contract Awards & Purchases
 - Item A: Security Services
 - Item B: Purchase & Installation of Audio Visual System for Ralph Ellison Library

4:00 – 4:20 pm COMMITTEE REPORTS

- Document #47 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee, November 11, 2013

4:20 – 4:30 pm SPECIAL PRESENTATIONS

- *Endowment Trust Report ~ Mrs. Penny McCaleb*
- *Follow-up to Insurance Questions from Oct. 17 MLC Meeting – Sheila McAlester, C.L. Frates*

4:30 – 4:45 pm INFORMATION REPORTS

- Document #48 – MLS October 2013 Library Visits
- Document #49 – MLS October 2013 Circulation Report
- Document #50 – MLS October 2013 Computer Usage Report
- Document #51 – MLS October 2013 System Reserve Report

4:45 – 4:55 pm EXECUTIVE DIRECTOR'S REPORT

4:55 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

December 12, 2013
Capitol Hill Library, 334 SW 26th, Oklahoma City, OK 73109

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years, a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The Library System staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to Library System staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library System staff receiving Certificates of Service in November 2013:

<u>Employees</u>	<u>Years of Service</u>
Lisa D. Coker, Materials Selection Technician	10
Peter L. Roberson, Maintenance Technician I, Downtown Library	10
Alicia M. Ruzyski, Library Aide, Choctaw Library	10
Linda A. Elston, Library Aide, Choctaw Library	15
Linda L. Hyams, Security Manager	10
Karen J. Strange, Technical Processor	5
Donna Adamek, Circulation Clerk, Edmond Library	5

MINUTES OF THE REGULAR MONTHLY MEETING OF THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

DATE: October 17, 2013 TIME: 3:30 pm

MEETING PLACE: Southern Oaks Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 9, 2012. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Southern Oaks Library and Downtown Library, 300 Park Avenue, Oklahoma City, on October 15, 2013, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Nancy Anthony, Disbursing Agent
Cynthia Friedemann
Jose Jimenez
Carolyn Leslie
Penny McCaleb
Tracy McDaniel
Lori Nelson
Mukesh Patel
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Ray Vaughn
Stephanie West
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Ralph Bullard
Allen Coffey
Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Deanna Hannah
Helene Harpman
Tracy McGehee
Kim Patterson
Hugh Rice
Vanna Shaw
Jim Shonts
Susan Tucker

Estimate of general public and staff attending: 15

I. The meeting was called to order at 3:30 p.m. by Mrs. Fran Cory, Chair.

Roll was called to establish a quorum. Present: Akadiri, Anthony, Friedemann, Jimenez, Leslie, McCaleb, McDaniel, Patel, Smith, Strube, Toland, Vaughn, West, Cory (Arrived: Nelson, 3:37).

II. Mrs. Cory introduced Mr. Randy Wayland, Manager of Library Operations II, for the Southern Oaks Library. Mr. Wayland welcomed the commission to Southern Oaks and provided information on events happening at the library.

III. Mrs. Cory called for the Presentation of Service certificates for October 2013: Ruby J. Soutiere, Materials Selector ~ 35 years of service; Chris Kennedy, Manager of Library Operations II, Midwest City Library ~ 5 years of service; Michael Owens, Manager of Library Operations I, Ralph Ellison Library ~ 5 years of service.

Mrs. Cory also recognized the following employees who were unable to attend the meeting: Regina D. Fields, Circulation Clerk, Bethany Library ~ 20 years of service; Cynthia A. Martin, Associate Librarian, Village Library ~ 15 years of service; Linda J. Homberg, Library Aide, Belle Isle Library ~ 15 years of service; Leondrea Mae-Dia Gates, Circulation Clerk, Midwest City Library ~ 5 years of service.

IV. Mrs. Cory called for comments from the general public. There were none.

V. Mrs. Cory presented the Consent Docket: Document #33 – Approval of Minutes of September 19, 2013; Document #34 – Acceptance of Review of Expenditures for September 2013; Document #35 – Contract Awards & Purchases.

Mrs. Cory called for a motion.

Mrs. Judy Smith moved to accept the consent docket. Mrs. Nancy Anthony seconded.

Mrs. Cory called on Mr. Lloyd Lovely to present the contract award for Property and Casualty Insurance. Mr. Steve Payne was out of town and unable to attend the meeting.

Mr. Lovely stated the property and casualty insurance goes out for bid every 5 years. Two quotes were received this year and CL Frates had the lowest bid. The basic coverage remains the same. There were some rate increases attributable to adding Almonte Library to the policy.

Mrs. Beth Toland referred to page 2 of the report and requested that Wright Library be listed as an additional insured.

A correction was also made to the policy term listed on page 7. The term needs to be corrected to reflect October 1, 2013 – October 1, 2014.

Questions were raised regarding the significant rate increase for Fiduciary Liability. Mr. Lovely stated he would contact Mr. Steve Payne to find out the reason for the increase and present that information at the November commission meeting.

No further discussion; motion passed unanimously.

VI. Mrs. Cory referred to Document #36 – Discussion, Consideration, and Possible Action: Acceptance of Annual Audit – Finley & Cook

Mr. Nate Atchison and Mr. Timothy Vanhorn with Finley & Cook were in attendance. Mr. Atchison presented and summarized the audit report. During the audit, one finding was

noted. There should be separate individuals involved in authorizing and recording investment activities. Management immediately corrected the investment process and added the Executive Director to be responsible for the authorization of investment purchases and sales. There were no other items noted relating to internal controls. The audit went very smoothly. Mr. Atchison thanked Mr. Lovely and his staff for their assistance during the audit process.

Mrs. Cory called for a motion.

Mrs. Anthony moved to accept the annual audit as presented. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.

VII. Mrs. Cory referred to Document #37 – Discussion, Consideration, and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2014.

Mrs. Cory called for a motion.

Mr. Mukesh Patel moved to approve the Metropolitan Library Commission Meeting Dates for 2014. Mrs. Carolyn Leslie seconded. No discussion; motion passed unanimously.

VIII. Mrs. Cory referred to Document #38 – Discussion, Consideration, and Possible Action: Approval of 2014 Holiday and Closing Schedule.

Mrs. Cory called for a motion.

Mrs. Anthony moved to approve the MLS 2014 Holiday and Closing Schedule as presented. Ms. Bose' Akadiri seconded. No further discussion; motion passed unanimously.

IX. Mrs. Cory called on Mrs. Morris to present the Information Reports.

- ❖ Document #39 – MLS September 2013 Library Visits
- ❖ Document #40 – MLS September 2013 Circulation Report
- ❖ Document #41 – MLS September 2013 Computer Usage Report
- ❖ Document #42 – MLS September 2013 System Reserve Report

Questions and discussion followed.

X. Mrs. Cory called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris reported Susan Tucker, Jones and Vanna Shaw, Luther have been reappointed to new three year terms on the commission. In addition, Deanna Hannah's term (Bethany) has been corrected. All Commissioners' terms are now up to date.


The E-Rate funding commitment for FY 2013-14 has been received. The commitment for the MLS is \$297,943.97.

Mrs. Morris was recently recognized by the Journal Record as one of the "50 Women Making a Difference" in our state. She thanked The Friends of the Library and the Library Endowment Trust for sponsoring tables at the event.

Mrs. Morris referred to the Digital Download Report – September 2013. The report replaces the calendar events previously listed in the Director's report. Commissioners receive the monthly *info* magazine which lists all programs and events for the month throughout the system. The Digital Download Report provides information on eMedia products, which currently cannot be tracked in the monthly circulation reports. Mrs. Morris thanked Kellie Delaney and Kim Terry for compiling the information and statistics.

XI. The next Commission meeting will be held at the Northwest Library on November 21, 2013.

There being no further business, the meeting was adjourned at 3:57 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

October 31, 2013

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of October 2013.

For comparison, 33.33% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of October 2013.

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STATEMENT OF FINANCIAL CONDITION

October 31, 2013

ASSETS

	Current Year	Previous Year
CASH	\$ 394,127.67	\$ 1,494,214.15
INVESTMENTS (Schedule attached)	20,158,475.44	21,153,419.09
PREPAID ACCOUNTS	30,757.77	385,409.99
TAXES RECEIVABLE: 2013-14 Ad Valorem Tax	31,260,747.00	30,562,816.00
Less: Reserve for Delinquent Tax	(2,841,886.00)	(2,778,438.00)
Budgeted Tax Revenue	28,418,861.00	27,784,378.00
Less: Tax Received	0.00	0.00
	28,418,861.00	27,784,378.00
Total Assets	\$49,002,221.88	\$ 50,817,421.23

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$245,665.78	\$367,640.81
Current Year Purchase Orders Outstanding	395,946.88	501,770.21
Previous Year Purchase Orders Outstanding	155,298.77	159,243.24
Checks Outstanding	304,515.33	203,770.84
Total Liabilities	1,101,426.76	1,232,425.10

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	28,418,861.00	27,784,378.00
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FUND BALANCE:

Beginning of the Year	\$29,031,368.56	\$30,212,769.61
Add: Revenues		
Budgeted	201,000.00	182,000.00
Other	1,121,470.00	888,354.75
Less: Expenditures	(10,871,904.44)	(9,482,506.23)
Total Fund Balance	19,481,934.12	21,800,618.13

Total Liabilities, Deferred Revenue and Fund Balance	\$49,002,221.88	\$ 50,817,421.23
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of October 31, 2013

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/24/2012	1/24/2015	1.000%	\$ 95,014.35
CD - Municipal Emp. Credit Union	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2011	12/19/2013	1.100%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - Coppermark Bank	4/14/2012	12/14/2013	1.100%	100,373.24
CD - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - Interbank	11/9/2010	11/5/2013	2.000%	99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - First State Bank	3/20/2012	3/20/2014	1.220%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
Freddie Mac	8/7/2012	11/7/2017	1.000%	2,000,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
FHLB	1/30/2013	10/30/2017	0.850%	2,000,000.00
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Total Investments				<u>\$ 20,158,475.44</u>

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of October 31, 2013

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$28,418,861.00	\$ -	\$ -	0.00%	\$27,890,909.00	\$ -	\$ -	0.00%
State Aid	258,653.00	-	-	0.00%	257,466.60	-	-	0.00%
Fines	468,000.00	44,000.00	201,000.00	42.95%	481,194.00	37,000.00	182,000.00	37.82%
Total Budgeted Revenue	\$ 29,145,514.00	\$ 44,000.00	\$ 201,000.00	0.69%	\$ 28,629,569.60	\$ 37,000.00	\$ 182,000.00	0.64%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 77,942.55	\$ 595,011.54			\$ 77,204.27	\$ 562,389.57	
Gifts and Lost Books Fees		0.00	0.00			0.00	50,000.00	
Investment Income		(1,797.89)	88,268.12			(10.14)	107,750.60	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		11,221.88	13,528.23			16,401.26	16,401.26	
Insurance Reimbursements		0.00	0.00			0.00	0.00	
Miscellaneous		13,561.23	424,662.11			7,362.61	151,813.32	
Total Miscellaneous Revenue		\$ 100,927.77	\$ 1,121,470.00			\$ 100,958.00	\$ 888,354.75	
Total Revenue	\$ 29,145,514.00	\$ 144,927.77	\$ 1,322,470.00	4.54%	\$ 28,629,569.60	\$ 137,958.00	\$ 1,070,354.75	

**METROPOLITAN LIBRARY SYSTEM
SPECIAL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES**

October 31, 2013

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 29,389.22	\$ 4,174.57	\$ 886.94	\$ 32,676.85
810 Prepaid Fees	(19,447.67)	0.00	161.68	(19,609.35)
815 Fines	44,995.44	48,492.05	45,688.84	47,798.65
820 Copy	90,194.72	12,836.48	2,108.05	100,923.15
Total Revolving Funds	\$145,131.71	\$ 65,503.10	\$ 48,845.51	\$161,789.30
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
871 14/LET/Zinio	4,123.00	4,123.00	1,126.41	2,996.59
877 14/Dollar General/Youth Literacy	3,000.00	3,000.00	0.00	3,000.00
880 14/OAC/Melody of China	3,000.00	0.00	3,000.00	(3,000.00)
881 14/OAC/Hispanic Heritage	2,250.00	0.00	2,250.00	(2,250.00)
882 14/OAC/Cimarron Opera	4,000.00	0.00	4,000.00	(4,000.00)
883 14/EEJF/Children's Books	5,000.00	5,000.00	0.00	5,000.00
884 14/KFF/After School	9,600.00	9,600.00	400.00	9,200.00
886 14/OGE/Summer at Library	5,000.00	5,000.00	0.00	5,000.00
887 14/Continental/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
888 14/Downtown Club/Summer Readir	300.00	300.00	0.00	300.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	200.00	2,800.00
928 12/ODL/College Savings	1,000.00	1,000.00	0.00	1,000.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	2,263.11	236.89
933 12/LET/Aviation	5,738.00	5,738.00	747.45	4,990.55
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
951 13/LET/WA Art	10,000.00	10,000.00	7,500.00	2,500.00
952 13/LET/Materials	13,315.00	13,315.00	12,322.12	992.88
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
987 12/LET/Read Y'all	6,000.00	6,000.00	5,786.00	214.00
<u>Friends Grants</u>				
846 10 Public Art	3,000.00	3,000.00	2,859.74	140.26
872 14 Our World	40,000.00	40,000.00	15,000.00	25,000.00
873 14 Come Read with Me	15,000.00	15,000.00	0.00	15,000.00
874 14 Brawner Scholarships	12,000.00	12,000.00	0.00	12,000.00
875 14 MTC Door Opener	4,000.00	4,000.00	0.00	4,000.00
876 14 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
885 14 Piano Moving	700.00	700.00	0.00	700.00
916 12 Bench and Bike Rack	11,000.00	11,000.00	10,358.88	641.12
945 13 Staff Recognition	25,299.02	25,474.02	24,559.58	914.44
946 13 Come Read with Me	60,181.00	60,181.00	35,352.38	24,828.62
948 13 Summer at the Library	67,300.00	67,300.00	64,798.78	2,501.22
950 13 SO Grand Opening	2,000.00	2,000.00	1,409.61	590.39
960 13 Volunteer Transportation	500.00	500.00	24.00	476.00
961 13 After School	9,600.00	9,600.00	3,600.00	6,000.00
Total Grants				202,209.26
Total Special Funds				<u>\$363,998.56</u>

Metropolitan Library System
Statement of Encumbrances
Month of October 2013

FY-14

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	1,608,033.78	4,819,877.74	32.21	14,963,591.00	10,143,713.26
102	Wages - Part-time	261,028.25	775,901.70	29.71	2,611,763.00	1,835,861.30
103	Payroll Taxes	138,029.54	411,073.09	33.02	1,245,011.00	833,937.91
109	Workers' Comp. Insurance	19,663.00	60,378.00	29.50	204,648.00	144,270.00
112	Group Insurance	229,405.00	919,738.65	30.98	2,969,033.00	2,049,294.35
113	Employees' Retirement	106,032.62	317,152.85	15.87	1,998,785.00	1,681,632.15
114	Unemployment Compen.	173.23	173.23	.58	30,000.00	29,826.77
Total Personal Services		2,362,365.42	7,304,295.26	30.41	24,022,831.00	16,718,535.74

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insu.	27.50	259,350.48	95.52	271,506.00	12,155.52
205	Rent of Library Buildings	7,571.88	37,296.88	41.82	89,175.00	51,878.12
207	Janitorial Services	34,431.80	137,205.20	26.18	524,000.00	386,794.80
208	Maintenance of Facilities	10,642.57	114,310.37	19.05	600,156.00	485,845.63
211	Parking & Transportation	11,165.76	48,101.04	29.22	164,600.00	116,498.96
212	Travel Expenses	5,540.06	15,746.85	11.84	132,954.00	117,207.15
213	Professional Services	30,057.30	119,451.54	27.82	429,420.00	309,968.46
214	Security Services	26,791.48	111,748.90	24.11	463,406.00	351,657.10
216	Telephone Services	4,584.03	43,870.60	13.54	324,027.00	280,156.40
217	Electrical Services	50,142.24	213,994.79	32.65	655,455.00	441,460.21
218	Gas Services	1,113.78	4,695.98	9.45	49,696.00	45,000.02
219	Water & Garbage Services	7,368.09	29,876.89	31.64	94,431.00	64,554.11
220	Trigen Energy Services	19,462.27	81,416.31	34.86	233,541.00	152,124.69
226	Memberships	950.00	10,601.00	38.89	27,259.00	16,658.00
230	Other Library-Related Serv.	34,515.41	63,888.09	13.39	477,253.00	413,364.91
231	Automation Contractual	14,983.65	92,958.12	22.04	421,777.00	328,818.88
236	Network Catalog Services	6,210.61	26,561.05	28.79	92,250.00	65,688.95
Total Contractual Services		265,558.43	1,411,074.09	27.94	5,050,906.00	3,639,831.91

Metropolitan Library System
Statement of Encumbrances
Month of October 2013

FY-14

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	9,880.97	25,864.35	12.74	203,000.00	177,135.65
302	Postage	22,610.84	81,832.84	27.87	293,575.00	211,742.16
303	Supplies	39,171.53	112,311.63	25.06	448,149.00	335,837.37
310	Maintenance Supplies	8,934.50	27,015.70	36.02	75,000.00	47,984.30
312	Safety Supplies & Equip.	2,600.00	4,891.03	82.90	5,900.00	1,008.97
321	Gasoline & Oil	2,992.40	10,063.90	17.97	56,000.00	45,936.10
322	Vehicle Parts & Repairs	1,542.88	8,694.57	27.17	32,000.00	23,305.43
330	Programming Activities	12,379.96	77,563.52	26.19	296,168.00	218,604.48
331	Other Commodities	1,534.97	6,702.20	15.74	42,574.00	35,871.80
Total Commodities		101,648.05	354,939.74	24.44	1,452,366.00	1,097,426.26

Capital Outlays

401	Books & Materials	404,782.13	1,177,563.09	22.69	5,190,000.00	4,012,436.91
404	Government Documents	.00	.00	.00	6,700.00	6,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,900.00	1,900.00
407	Periodicals & Subscriptions	3,514.75	28,562.44	15.72	181,650.00	153,087.56
408	Furniture, Fixture, & Equip.	23,912.25	81,377.95	23.81	341,757.00	260,379.05
409	Motor Vehicles	77.92	86,434.44	82.32	105,000.00	18,565.56
410	Automation System & Equip.	.00	19,873.21	3.29	603,350.00	583,476.79
450	Capital Projects	-3,013.53	407,784.22	6.48	6,290,024.00	5,882,239.78
490	Capital Reserves - Current	.00	.00	.00	-1,198,551.76	-1,198,551.76
499	Reserve Carryover - Prior	.00	.00	.00	16,128,950.12	16,128,950.12
Total Capital Outlays		429,273.52	1,801,595.35	6.52	27,650,779.36	25,849,184.01
Total Budget		3,158,845.42	10,871,904.44	18.69	58,176,882.36	47,304,977.92

Monthly Journal Entries -- October 2013

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
55	1001	Cash	\$ 2,004,833.33	
	1101	Investments		\$ 2,006,247.78
	3602	Interest	\$ 1,414.45	
		Sold investment 3135g0qb2		
<u>Tax revenues</u>				
56	1001	Cash	\$ 77,902.47	
	3601	Prior year Tax		\$ 77,902.47
		Ad Valorem Tax apportioned by County for 9/16 to 9/30		
57	1001	Cash	\$ 40.08	
	3601	Prior year Tax		\$ 40.08
		Ad Valorem Tax apportioned by County for 10/1 to 10/15		
<u>Miscellaneous</u>				
58	1001	Cash	\$ 13,561.23	
	3605	Mic. Reimbursements		\$ 13,561.23
		ins-Rea 846.56 name badge 5.00		
		ins-J Johnson 129.00 Abibow 19.46		
		LET - personnel 3,662.50 Abibow 21.40		
		LET - postage 2.76 Abibow 20.78		
		Friends 1,318.75		
		café rent 500.00 Terry-postage 3.77		
		Almonte rent 7,031.25 total \$ 13,561.23		
59	1001	Cash	\$ 11,221.88	
	3606	Surplus sales		\$ 11,221.88
		Surplus sale proceeds		
<u>Fines</u>				
60	1001	Cash	\$ 44,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 44,000.00
		Fines transferred from Special Funds in October		
<u>Payable entries</u>				
61	3001	Current Year Reserv. for Appropriations.	\$ 3,153,261.02	
	3011	Current Year P.O. Outstanding		\$ 3,153,261.02
	3002	Prior Year Reserv. for Appropriations.	\$ 45,009.91	
	3012	Prior Year P.O. Outstanding		\$ 45,009.91
		Purchase orders issued in October		

62	3011	Current Year P.O. Outstanding	\$	3,182,368.42	
	3012	Prior Year P.O. Outstanding	\$	85,507.78	
	3021	Warrants Outstanding			\$ 3,267,876.20
		Checks issued in October			
63	3021	Current Year Warrants Outstanding	\$	3,487,077.31	
	1001	Cash			\$ 3,487,077.31
		Checks cleared Bank in October			

Bank interest and fees

64	1001	Cash			\$ 383.44
	3602	Bank Fees	\$	397.25	
	3602	Interest Income			\$ 13.81
		Interest and fees from GF checking account			
65	8000	Special Fund Cash			\$ 250.40
	8815	Bank Fees	\$	256.02	
	8815	Interest Income			\$ 5.62
		Interest and fees from SF checking account			

Special funds

67	8000	Special Fund Cash	\$	75,337.75	
	8815	Fines			\$ 27,223.14
	8820	Copy			\$ 12,836.48
	8805	Gift/Lost Books			\$ 4,174.57
	8810	Prepaid Fees	\$	161.68	
	8885				\$ 700.00
	8886				\$ 5,000.00
	8887				\$ 5,000.00
	8888				\$ 300.00
	8945				\$ 30.00
	8945				\$ 30.00
	8945				\$ 30.00
	8815	Credit card receipts			\$ 21,263.29
	8815	Credit card expenses	\$	1,088.05	
		Revenues of special funds received in October			
68	8000	Special Fund Cash			\$ 86,420.49
	8815	Fines	\$	44,344.77	
	8820	Copy	\$	2,108.05	
	8805	Gift/Lost Books	\$	886.94	
	8846		\$	283.88	
	8961		\$	3,600.00	
	8872		\$	15,000.00	
	8882		\$	4,000.00	
	8884		\$	400.00	
	8945		\$	10,796.85	
	8880		\$	3,000.00	
	8951		\$	2,000.00	
		Expenditures of special funds paid in October			

General Fund F.Y. 13-14

Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
G-01237	Bank of Oklahoma	Payroll Transmittal-Chks	28,166.47	
		Payroll Transmittal-Chks	16,994.25	
		Payroll Transmittal-Chks	110.00	45,270.72
G-01238	Bank of Oklahoma	Federal Withholding Tax	56,938.85	
		Federal Withholding Tax	5,349.00	62,287.85
G-01239	Oklahoma Tax Commission	State Withholding Tax	17,185.00	
		State Withholding Tax	1,201.00	18,386.00
G-01240	Mun. Employees Credit Union	Employee Cr Union Deducts	12,019.47	
		Employee Cr Union Deducts	87.50	12,106.97
G-01241	United Way of Central Oklahoma	Employee Deductions	621.50	
		Employee Deductions	53.00	674.50
G-01242	Clerk, U.S. District	Employee Deductions	246.79	246.79
G-01243	Mutual Assurance	Employee Deductions	170.00	170.00
G-01244	Bank of America	Payroll Transmittal-DDep	312,252.99	
		Payroll Transmittal-DDep	59,077.89	
		Payroll Transmittal-DDep	825.00	372,155.88
G-01245	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-01246	Nationwide Retirement Solution	Employee Deductions	5,759.34	5,759.34
G-01247	Transamerica Life Insurance Co	Employee Deductions	342.98	342.98
G-01248	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,832.23	3,832.23
G-01249	Bank of Oklahoma	Employee Flexplan Deposit	33,292.90	33,292.90
G-01250	Bank of Oklahoma	Employee Soc/Sec Deposits	30,538.79	
		Employee Soc/Sec Deposits	5,556.35	
		Employee Medicare Deposit	7,249.10	
		Employee Medicare Deposit	1,299.50	
		Employer Soc/Sec Deposits	36,095.27	
		Employer Medicare Deposit	8,548.71	89,287.72
G-01251	MassMutual Financial Group	Employee Contrib -- DC PI	19,557.86	
		Employer Contrib -- DC PI	35,128.45	54,686.31
G-01252	Pioneer Credit Recovery	Employee Deductions	192.68	192.68
G-01253	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-01254	Faber and Brand L.L.C.	Employee Deductions	70.84	70.84
G-01255	Administrative Services	Employee Deductions	1,528.63	1,528.63
G-01256	UNUM Life Insurance	Employee Deductions	1,329.20	
		Employee Deductions	37.30	1,366.50
G-01257	UNUM Life Insurance	Grp L-T Disab Ins Prm-OCT	6,702.82	6,702.82
G-01258	CompSource Oklahoma	Workers Comp Insurance	12,663.00	12,663.00
G-01259	Mutual Assurance	Grp Life AD&D Ins Prm-OCT	48,461.83	48,461.83
G-01260	Vision Service Plan of	Grp Vision Ins Prem-Oct.	2,725.15	2,725.15
G-01261	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-OCT	167,661.50	167,661.50
G-01262	UNUM Life Insurance	Grp LTC Insurance Prm-Oct	1,470.70	1,470.70
G-01263	Bradford Industrial Supply	Maintenance of Facilities	54.34	54.34
G-01264	O G & E	Electrical Services	3,902.86	3,902.86
G-01265	Oklahoma Natural Gas Co.	Gas Services	83.00	
		Gas Services	34.93	117.93
G-01266	City of Oklahoma City	Water & Garbage Services	257.55	257.55
G-01267	Brodart Co.	Supplies	15.27	15.27
G-01268	Southwestern Stationers, Inc.	Supplies	15.70	15.70
G-01269	Locke Supply Co.	Maintenance of Facilities	13.15	
		Maintenance of Faciities	89.95	103.10
G-01270	The University of Oklahoma	Printing/Printing Supply	390.00	390.00
G-01271	Oriental Trading Company	Programming	195.00	
	** Continued **			

General Fund F.Y. 13-14

Warrant Register

October 2013

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-01271	Oriental Trading Company	Programming	51.00	246.00
G-01272	Laurie F. Mack-Clark	Supplies	3.08	
		Postage	1.72	4.80
G-01273	ALA Order Fulfillment	Banned Books Supplies	966.20	966.20
G-01274	Taryn Kingery	Programming Activities	39.62	39.62
G-01275	Barbara Beasley	Supplies	38.83	38.83
G-01276	Tindle Arnold	Transportation	27.52	27.52
G-01277	Denyveta Davis	Transportation	232.02	232.02
G-01278	Randy Wayland	Supplies	38.88	38.88
G-01279	Anne G. Fischer	Telephone Services	50.00	
		Telephone Services	50.00	
		Transportation	41.13	141.13
G-01280	Ebrahim Ejtehad	Programming Activities	15.21	
		Programming Activities	27.11	42.32
G-01281	Staples Credit Plan	Supplies	49.82	
		Supplies	49.99	99.81
G-01282	Angie Paeltz	Programming Activities	55.42	55.42
G-01283	Independent Stationers	Other Library Related Svc	276.29	
		Supplies	12.72	289.01
G-01284	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-01285	Jill Justice	Programming Activities	250.00	250.00
G-01286	Priscilla Doss	Programming Activities	147.19	147.19
G-01287	Full Circle Bookstore	Programming Activities	30.37	30.37
G-01288	Janet Brooks	Transportation	7.35	7.35
G-01289	INTEGRIS Corporate Assistance	Group Insurance	1,066.00	1,066.00
G-01290	Debbie Langston	Programming Activities	70.00	70.00
G-01291	OHC of the Southwest, P.A.	Professional Services	87.00	87.00
G-01292	Jonathan Willis	Transportation	28.65	28.65
G-01293	Diane Sarantakos	Transportation	99.09	
		Other Commodities	32.09	131.18
G-01294	AT&T	Telephone Services	1,210.35	1,210.35
G-01295	Cheryll Jones	Programming Activities	48.55	48.55
G-01296	A T & T Mobility	Telephone Services	99.23	99.23
G-01297	Francie Pendleton	Transportation	27.24	27.24
G-01298	Lynda G. Bahr	Programming Activities	5.42	5.42
G-01299	Finley & Cook, PLLC	Professional Services	10,750.00	10,750.00
G-01300	Metro Parking Garage	Parking	20.50	
		Parking	20.50	41.00
G-01301	Positive Promotions	Programming	77.40	77.40
G-01302	Meghan Attalla	Programming Activities	122.35	122.35
G-01303	Town of Luther	Water & Garbage Services	41.60	41.60
G-01304	Robyn Lewis	Programming Activities	100.00	100.00
G-01305	Landon Holman	Transportation	79.10	79.10
G-01306	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-01307	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-01308	Evans Hardware	Maintenance of Facilities	3.99	3.99
G-01309	Rena Gibson	Programming Activities	41.89	
		Programming Activities	13.01	54.90
G-01310	CDW Government, Inc.	Automation	76.43	
		Automation	130.59	

** Continued **

General Fund F.Y. 13-14

Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01310	CDW Government, Inc.	Equipment	359.00	566.02
G-01311	Quill Corporation	Supplies	16.69	16.69
G-01312	Graybar	Automation Contractual	565.24	565.24
G-01313	Sharon A. Nolan	Programming Activities	122.00	
		Programming Activities	12.05	134.05
G-01314	Ruby Soutiere	Transportation	9.27	9.27
G-01315	Katrina Prince	Other Commodities	40.66	40.66
G-01316	Rainbow Resource Center, Inc	Books & Materials	268.10	268.10
G-01317	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-01318	Joy E. Cavett	Programming Activities	40.00	40.00
G-01319	Kevin Colwell	Transportation	12.09	12.09
G-01320	City of Harrah	Water & Garbage Services	80.12	80.12
G-01321	Amazon/GE Money Bank	Supplies	55.22	
		Programming	27.32	
		Programming	157.46	
		Programming	30.90	
		Supplies	93.84	
		Programming	71.18	
		Programming	123.86	
		Programming	48.53	608.31
G-01322	United Parcel Service	Postage	5.19	
		Postage	495.30	500.49
G-01323	City of Choctaw	Water & Garbage Services	500.39	500.39
G-01324	Abolghasem Siavashi	Transportation	15.11	15.11
G-01325	Todd Olberding	Telephone Services	46.82	46.82
G-01326	Jonathan Tolle	Supplies	9.74	9.74
G-01327	Alice Murphy	Supplies	65.00	65.00
G-01328	Todd Podzemny	Transportation	13.90	
		Other Commodities	42.14	
		Postage	46.00	102.04
G-01329	Daniel Fields	Programming Activities	37.37	
		Programming Activities	54.82	
		Programming Activities	25.47	117.66
G-01330	Walmart Community/GECRB	Programming Activities	175.00	
		Programming Activities	67.91	242.91
G-01331	John L. Hilbert	Programming Activities	118.87	118.87
G-01332	AVL Systems Design	Maintenance of Facilities	172.50	172.50
G-01333	Creative Educational Strategie	Professional Services	1,000.00	1,000.00
G-01334	Janet Bowen	Postage	18.40	18.40
G-01335	Darrie Breathwit	Programming Activities	16.24	
		Programming Activities	54.53	70.77
G-01336	Emily Canniff	Supplies	56.72	56.72
G-01337	Alexis Whitney	Programming Activities	16.28	16.28
G-01338	John Utley	Telephone Services	35.00	35.00
G-01339	Melissa Weathers	Transportation	17.88	17.88
G-01340	Rondia K. Banks	Programming Activities	17.72	17.72
G-01341	Warren Anderson	Postage	9.20	9.20
G-01342	Waste Connections of Oklahoma	Garbage Services	679.00	
		Garbage Services	54.00	733.00
G-01343	Panacean Systems	Professional Services	7,054.94	7,054.94
G-01344	Oklahoma City Police Dept.	Maintenance of Facilities	130.00	130.00

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Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
G-01345	Kaitlin Butts	Programming Activities	150.00	150.00
G-01346	Southern Aluminum Manufacturing	Furniture	3,213.00	3,213.00
G-01347	Fast Forward Business Develop	Professional Services	500.00	500.00
G-01348	Consumer Credit Counseling	Professional Services	618.31	618.31
G-01349	Joshua Jordan	Programming Activities	22.31	22.31
G-01350	Winner's Circle, Inc.	Professional Services	249.00	249.00
G-01351	Zakia Heather Yazdanipour	Professional Services	150.00	150.00
G-01352	Kari Fox	Programming Activities	39.50	39.50
G-01353	Conrad Doty	Supplies	22.61	22.61
G-01354	Kelly Dalrymple	Programming Activities	37.19	37.19
G-01355	Lloyd Lovely	Transportation	91.81	91.81
G-01356	Cox Systems Technology, Inc.	Maintenance of Facilities	30.00	30.00
G-01357	Personalized Prevention	Professional Services	707.00	707.00
G-01358	Mary J. Sholly	Transportation	30.23	
		Programming Activities	56.72	86.95
G-01359	SenSource, Inc.	Automation	5,200.00	5,200.00
G-01360	Chris Kennedy	Memberships	90.00	90.00
G-01361	O G & E	Electrical Services	2,002.81	2,002.81
G-01362	Locke Supply Co.	Maintenance of Facilities	87.42	87.42
G-01363	Emsco Electric Supply	Maintenance of Facilities	104.92	104.92
G-01364	Gale/ Cengage Learning, Inc.	Materials	1,740.80	1,740.80
G-01365	Weston Woods Accts Receivable	Materials	239.60	239.60
G-01366	Baker & Taylor Books	Materials	3,498.16	3,498.16
G-01367	Susan Ryan	Transportation	13.40	13.40
G-01368	A.M. Best Co.	Materials	80.00	80.00
G-01369	Recorded Books, LLC	Materials	411.00	411.00
G-01370	DVA, Inc	Materials	60.92	60.92
G-01371	Linda Hyams	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-01372	Blackstone Audio Books	Materials	29.96	29.96
G-01373	Random House, Inc	Materials	408.75	408.75
G-01374	Brilliance Corporation	Materials	174.90	174.90
G-01375	Ingram Library Service	Materials	3,584.60	
		Materials	1,628.48	5,213.08
G-01376	Audio Editions	Materials	493.12	493.12
G-01377	OverDrive, Inc.	Materials	10,479.82	10,479.82
G-01378	Findaway World, LLC	Materials	5,864.83	5,864.83
G-01379	AV Cafe Inc	Materials	1,360.72	1,360.72
G-01380	Barnes & Noble, Inc.	Materials	539.76	539.76
G-01381	Angela Thornton	Transportation	29.95	29.95
G-01382	Batteries Sooner LLC	Maintenance of Facilities	92.00	
		Maintenance of Facilities	65.03	157.03
G-01383	OPUBCO Communications Group	Advertisement Lgl Notice	137.30	
		Legal Adv Sealed Bid	81.95	
		Advertisement Sealed Bid	255.36	
		Library-related Services	79.25	553.86
G-01384	ProQuest	Materials	10,390.00	10,390.00
G-01385	Amazon/GE Money Bank	Supplies	209.95	209.95
G-01386	Office Depot Credit Plan	Supplies	42.94	42.94
G-01387	Baker & Taylor Books	Materials	638.64	638.64
G-01388	Baker & Taylor Entertainment	Materials	4,267.58	
		Materials	1,803.34	6,070.92

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Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
G-01389	Midwest Tape	Materials	479.92	479.92
G-01390	Putnam City Schools Museum	Materials	450.00	450.00
G-01391	Christian Book Distributors	Books & Materials	41.96	41.96
G-01392	Securitas Security USA, Inc.	Security Services	4,774.10	
		Security Services	1,225.73	
		Security Services	6,365.47	
		Security Services	1,441.79	
		Security Services	5,862.71	
		Security Services	1,441.79	
		Security Services	4,890.44	
		Security Services	1,441.79	27,443.82
G-01393	Baker & Taylor Books	Materials	1,770.75	
		Materials	1,458.79	
		Materials	1,841.96	
		Materials	2,805.75	
		Materials	3,698.33	
		Materials	5,839.97	
		Materials	4,212.31	21,627.86
G-01394	Baker & Taylor Books	Materials	1,698.24	
		Materials	2,105.56	
		Materials	5,648.69	
		Materials	7,062.85	16,515.34
G-01395	Baker & Taylor Books	Materials	271.24	271.24
G-01396	Ruth Harder	Programming Activities	51.77	51.77
G-01397	Baker & Taylor Entertainment	Materials	1,095.79	1,095.79
G-01398	Mackin	Materials	379.42	379.42
G-01399	R. Justin Herwig	Telephone Services	35.00	35.00
G-01400	Chris Kennedy	Transportation	53.02	53.02
G-01401	O G & E	Electrical Services	7,088.73	
		Electrical Services	178.46	
		Electrical Services	2,693.33	9,960.52
G-01402	Oklahoma Natural Gas Co.	Gas Services	34.42	34.42
G-01403	City of Oklahoma City	Water & Garbage Services	35.25	
		Water & Garbage Services	163.25	198.50
G-01404	City of the Village	Water & Garbage Services	91.41	91.41
G-01405	Triangle/A & E	Supplies	97.20	97.20
G-01406	Brodart Co.	Furniture	471.24	
		Supplies	15.30	486.54
G-01407	Hunzicker Brothers, Inc.	Maintenance of Facilities	95.73	95.73
G-01408	Demco	Equipment	2,899.40	
		Supplies	52.08	2,951.48
G-01409	The University of Oklahoma	Printing/Printing Supply	45.00	
		Printing/Printing Supply	5,577.00	
		Printing/Printing Supply	45.00	5,667.00
G-01410	Oriental Trading Company	Programming	65.75	65.75
G-01411	City of Edmond	Electrical Services	3,874.97	3,874.97
G-01412	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	56.61	91.61
G-01413	American Library Association	Memberships	250.00	250.00
G-01414	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01415	Friday	Library-related Services	700.00	700.00
G-01416	Dustin Cooper	Programming Activities	130.00	130.00

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October 2013

Number	Vendor/Payee	Purpose	Amount
G-01417	Independent Stationers	Supplies	27.35
		Supplies	16.76
		Supplies	13.95
		Supplies	73.98
		Supplies	1,512.00
G-01418	AVID Products	Automation	492.75
G-01419	Commercial Concepts, Inc.	Capital Projects	15,496.66
G-01420	Boone & Boone Sales Co., Inc.	Maintenance of Facilities	702.15
G-01421	Oklahoma Gazette	Library-related Services	1,616.00
G-01422	Scott's Printing & Copying	Printing/Printing Supply	1,476.53
		Printing/Printing Supply	241.75
		Printing/Printing Supply	270.52
G-01423	Hobby Lobby	Supplies	18.12
G-01424	Victoria Dixon	Parking	108.38
G-01425	Fuelman	Gasoline & Oil	2,992.40
		Vehicle Parts & Repairs	67.49
G-01426	Chickasaw Telecom, Inc.	Automation	1,773.20
G-01427	Ginger Waldrup	Programming Activities	200.00
G-01428	Matthew Cotter	Transportation	16.50
G-01429	Oklahoma Secretary of State	Programming Activities	20.00
G-01430	Kay L. Bauman	Other Commodities	91.00
G-01431	Evans Hardware	Maintenance of Facilities	39.93
		Maintenance of Facilities	16.76
G-01432	Batteries Sooner LLC	Maintenance of Facilities	231.74
G-01433	Southwestern Publishing	Printing/Printing Supply	672.00
G-01434	Bank of America	Library-related Services	245.42
G-01435	Postmaster	Postage	3,000.00
G-01436	Joy E. Cavett	Programming Activities	150.00
G-01437	City of Edmond	Water & Garbage Services	850.26
G-01438	Amazon/GE Money Bank	Programming	39.98
		Programming	58.77
		Programming	101.88
G-01439	Gregory Bennett	Transportation	9.27
G-01440	First Advantage	Professional Services	64.00
G-01441	Crowe & Dunlevy	Professional Services	493.00
G-01442	Oklahoma Press Service	Library-Related Services	161.00
G-01443	YP	Printing/Printing Supply	960.00
G-01444	Cheryl Pernell	Parking	108.38
G-01445	Oklahoma Historical Society	Periodicals/Subscriptions	75.00
G-01446	Walmart Community/GEGRB	Programming Activities	74.22
		Supplies	33.50
G-01447	MetroFamily Magazine	Library-related Services	1,449.00
G-01448	AVL Systems Design	Equipment	18,841.20
G-01449	Garcia Tire Service, Inc.	Maintenance of Facilities	690.02
G-01450	Imagination Promotional Group	Library-related Services	2,087.33
G-01451	Pamela Buchanan	Telephone Services	35.00
G-01452	Metro Monitor, Inc.	Library-related Services	95.00
G-01453	Engineered Equipment Inc.	Maintenance of Facilities	116.76
		Maintenance of Facilities	248.88
G-01454	Museum of Osteology	Programming Activities	125.00
G-01455	Katherine E Broekhuysen	Programming Activities	100.00
G-01456	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00

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October 2013

Number	Vendor/Payee	Purpose		Amount
G-01457	Buffi Rae Smith	Programming Activities	50.00	50.00
G-01458	Safelite Fulfillment, Inc	Vehicle Parts	1,526.45	1,526.45
G-01459	Trak-1 Technology, Inc.	Professional Services	172.80	172.80
G-01460	Emily Williams	Transportation	6.89	6.89
G-01461	Veolia Energy Oklahoma City,	Trigen Energy Services	19,462.27	19,462.27
G-01462	Provantage	Other Library Related Svc	311.84	
		Automation	129.73	441.57
G-01463	Sheldon Beach	Parking	108.38	108.38
G-01464	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00
G-01465	Knoll, Inc.	Furniture	5,308.58	5,308.58
G-01466	Kathy C. Brown	Programming Activities	43.75	43.75
G-01467	Baker & Taylor Books	Materials	2,437.59	2,437.59
G-01468	American Express	Automation Contractual	149.00	
		Professional Services	350.00	499.00
G-01469	Recorded Books, LLC	Materials	4,386.56	4,386.56
G-01470	Thorndike/Gale Group	Materials	1,410.99	1,410.99
G-01471	DVA, Inc	Materials	629.86	629.86
G-01472	Council for Community	Materials	1,050.00	1,050.00
G-01473	Blackstone Audio Books	Materials	224.88	224.88
G-01474	Random House, Inc	Materials	10.00	10.00
G-01475	Ingram Library Service	Materials	1,450.64	1,450.64
G-01476	Audio Editions	Materials	452.24	452.24
G-01477	Findaway World, LLC	Materials	40,129.66	40,129.66
G-01478	AV Cafe Inc	Materials	1,970.53	1,970.53
G-01479	Ingram Library Service	Materials	1,211.05	1,211.05
G-01480	Baker & Taylor Books	Materials	484.58	484.58
G-01481	Baker & Taylor Entertainment	Materials	2,231.42	
		Materials	891.49	3,122.91
G-01482	Mediatriton	Materials	332.70	332.70
G-01483	The New York Times	Materials	6,426.20	6,426.20
G-01484	Midwest Tape	Materials	374.92	374.92
G-01485	Baker & Taylor Books	Materials	2,649.84	
		Materials	1,228.73	
		Materials	1,846.74	
		Materials	8,719.90	
		Materials	6,829.59	
		Materials	5,283.05	
		Materials	6,386.33	32,944.18
G-01486	Baker & Taylor Books	Materials	1,162.34	
		Materials	3,645.83	
		Materials	4,654.84	
		Materials	9,171.53	18,634.54
G-01487	Baker & Taylor Books	Materials	1,436.91	1,436.91
G-01488	Baker & Taylor Entertainment	Materials	829.80	829.80
G-01489	Bank of Oklahoma	Payroll Transmittal-Chks	31,224.69	
		Payroll Transmittal-Chks	15,875.35	47,100.04
G-01490	Bank of Oklahoma	Federal Withholding Tax	61,446.85	
		Federal Withholding Tax	4,854.00	66,300.85
G-01491	Oklahoma Tax Commission	State Withholding Tax	18,441.00	
		State Withholding Tax	961.00	19,402.00
G-01492	Mun. Employees Credit Union	Employee Cr Union Deducts	11,675.47	
		Employee Cr Union Deducts	87.50	11,762.97

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Number	Vendor/Payee	Purpose		Amount
G-01493	United Way of Central Oklahoma	Employee Deductions	617.32	
		Employee Deductions	50.00	667.32
G-01494	Clerk, U.S. District	Employee Deductions	240.92	240.92
G-01495	Bank of America	Payroll Transmittal-DDep	328,139.54	
		Payroll Transmittal-DDep	56,294.70	384,434.24
G-01496	John Hardeman, Trustee	Employee Deductions	484.62	484.62
G-01497	Nationwide Retirement Solution	Employee Deductions	5,759.34	5,759.34
G-01498	Transamerica Life Insurance Co	Employee Deductions	342.98	342.98
G-01499	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,908.73	3,908.73
G-01500	Bank of Oklahoma	Employee Flexplan Deposit	13,440.56	13,440.56
G-01501	Bank of Oklahoma	Employee Soc/Sec Deposits	31,991.71	
		Employee Soc/Sec Deposits	5,257.15	
		Employee Medicare Deposit	7,599.07	
		Employee Medicare Deposit	1,229.53	
		Employer Soc/Sec Deposits	37,248.84	
		Employer Medicare Deposit	8,828.63	92,154.93
G-01502	MassMutual Financial Group	Employee Contrib -- DC PI	19,759.22	
		Employer Contrib -- DC PI	35,524.78	55,284.00
G-01503	Pioneer Credit Recovery	Employee Deductions	191.71	191.71
G-01504	Robinson & Hoover	Employee Deductions	182.35	182.35
G-01505	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-01506	Administrative Services	Employee Deductions	1,495.27	1,495.27
G-01507	O G & E	Electrical Services	3,472.50	
		Electrical Services	1,685.30	
		Electrical Services	3,385.31	8,543.11
G-01508	Oklahoma Natural Gas Co.	Gas Services	85.37	85.37
G-01509	City of Bethany	Water & Garbage Services	131.69	131.69
G-01510	City of Oklahoma City	Water & Garbage Services	187.00	
		Water & Garbage Services	866.89	
		Water & Garbage Services	600.82	
		Water & Garbage Services	470.90	2,125.61
G-01511	Brodart Co.	Supplies	2,502.50	
		Supplies	1,127.00	3,629.50
G-01512	Southwestern Stationers, Inc.	Supplies	444.00	444.00
G-01513	Demco	Supplies	50.05	
		Supplies	100.43	
		Supplies	36.87	187.35
G-01514	Gaylord Bros.	Supplies	143.23	143.23
G-01515	Hewlett-Packard Co.	Automation Contractual	7,107.10	7,107.10
G-01516	AT&T	Telephone Services	667.83	
		Telephone Services	805.94	
		Telephone Services	706.40	2,180.17
G-01517	Alma L. Brown	Programming Activities	27.17	
		Programming Activities	19.26	
		Programming Activities	19.53	65.96
G-01518	Oklahoma Employment	Unemployment Compensation	173.23	173.23
G-01519	Randy Wayland	Supplies	40.88	
		Programming Activities	142.25	183.13
G-01520	Independent Stationers	Supplies	47.40	47.40
G-01521	School of Metaphysics	Programming Activities	150.00	150.00
G-01522	Full Circle Bookstore	Programming Activities	178.98	178.98
G-01523	Scott's Printing & Copying	Printing/Printing Supply	382.21	382.21

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Number	Vendor/Payee	Purpose		Amount
G-01524	OCLC, Inc.	Network Catalog Services	4,212.86	4,212.86
G-01525	Hobby Lobby	Programming Activities	106.46	
		Programming Activities	119.98	
		Programming Activities	68.94	
		Programming Activities	110.35	405.73
G-01526	Candace McDaniel	Transportation	39.08	39.08
G-01527	Larry G. Johnson	Parking	108.38	108.38
G-01528	Ginger Waldrip	Programming Activities	100.00	100.00
G-01529	Oklahoma Secretary of State	Supplies	20.00	20.00
G-01530	Susan Hutchins	Supplies	40.12	40.12
G-01531	Tracey Thompson	Programming Activities	20.58	20.58
G-01532	Batteries Sooner LLC	Maintenance of Facilities	27.45	27.45
G-01533	Total Electric of OK, Inc.	Capital Projects	1,650.00	1,650.00
G-01534	Chase Card Services	Automation Contractual	24.00	
		Telephone Services	51.83	
		Automation Contractual	69.95	
		Supplies	12.88	
		Programming	53.50	
		Supplies	37.21	
		Professional Services	1,150.00	
		Furniture	1,014.24	
		Supplies	131.08	
		Supplies	760.19	
		Supplies	35.11	
		Supplies	27.96	
		Other Library Related Svc	262.84	
		Equipment	5.40	
		Professional Services	350.00	
		Supplies	79.98	
		Supplies	85.84	
		Supplies	43.87	
		Other Commodities	97.86	
		Memberships	51.00	
		Other Library Related Svc	1,651.84	
		Automation	89.86	
		Automation	44.94	
		Travel Expenses	467.60	
		Supplies	42.73	
		Supplies	7.12	
		Professional Services	350.00	
		Equipment	89.95	
		Other Library Related Svc	583.94	
		Supplies	27.68	
		Programming	75.00	
		Other Library Related Svc	356.14	
		Programming	78.62	
		Other Library Related Svc	50.00	
		Travel Expenses	374.00	
		Vehicle Parts & Repairs	148.28	8,782.44
G-01535	Andrea Emmons	Transportation	101.42	
		Programming Activities	30.39	131.81
G-01536	Oklahoma County OSU Ext Ctr	Programming Activities	40.82	40.82

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Number	Vendor/Payee	Purpose	Amount	Amount
G-01537	United Parcel Service	Postage	113.31	
		Postage	76.60	189.91
G-01538	Walmart Community/GECRB	Programming Activities	78.48	
		Supplies	48.11	
		Programming Activities	36.26	
		Programming Activities	30.55	193.40
G-01539	John L. Hilbert	Programming Activities	186.32	186.32
G-01540	Donna Morris	Transportation	450.00	450.00
G-01541	Darrie Breathwit	Programming Activities	33.96	33.96
G-01542	Emily Canniff	Professional Services	90.00	90.00
G-01543	Kelly D Smith	Programming Activities	60.00	
		Programming Activities	60.00	120.00
G-01544	Shauna Leonard	Programming Activities	600.00	600.00
G-01545	Edie Daniel	Programming Activities	28.15	
		Programming Activities	20.82	48.97
G-01546	Laura McMurtry	Transportation	17.18	17.18
G-01547	Cox Communications, Inc.	Telephone Services	12.58	12.58
G-01548	Angel Suhrstedt	Supplies	68.00	68.00
G-01549	Laci Wallach	Programming Activities	27.29	27.29
G-01550	OnPeak LLC	Travel Expenses	186.62	186.62
G-01551	Maria Watkins	Other Commodities	16.26	16.26
G-01552	Tulin LaFollette	Programming Activities	16.38	16.38
G-01553	Smart Technologies	Automation	680.00	680.00
G-01554	COTPA-Sheridan & Walker	Transportation	500.00	500.00
G-01555	Lisa Bradley	Transportation	15.48	15.48
G-01556	Chris Kennedy	Transportation	1.50	
		Programming Activities	32.77	
		Supplies	10.28	44.55
G-01557	Brittany Barber	Programming Activities	60.59	60.59
G-01558	Crystal Easley	Postage	9.20	9.20
G-01559	Metropolitan Library System	Programming Activities	14.09	14.09
G-01560	Federal Corporation	Maintenance of Facilities	234.63	234.63
G-01561	O G & E	Electrical Services	11,965.24	
		Electrical Services	2,821.01	
		Electrical Services	1,751.01	16,537.26
G-01562	Oklahoma Natural Gas Co.	Gas Services	87.12	
		Gas Services	94.52	
		Gas Services	85.90	
		Gas Services	20.32	
		Gas Services	90.57	
		Gas Services	38.07	416.50
G-01563	City of Oklahoma City	Water & Garbage Services	59.92	59.92
G-01564	Brodart Co.	Supplies	4,025.00	4,025.00
G-01565	Southwestern Stationers, Inc.	Furniture	238.79	238.79
G-01566	Locke Supply Co.	Maintenance of Facilities	6.64	6.64
G-01567	Demco	Furniture	1,518.00	
		Supplies	209.75	1,727.75
G-01568	EBSCO Subscription Services	Materials	17,861.00	17,861.00
G-01569	Gale/ Cengage Learning, Inc.	Materials	3,204.84	3,204.84
G-01570	Bob Howard Chrysler/Dodge	Vehicles	23,785.52	23,785.52
G-01571	Baker & Taylor Books	Materials	1,435.26	1,435.26
G-01572	TDS Telecom	Telephone Services	48.36	48.36

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Number	Vendor/Payee	Purpose		Amount
G-01573	United Refrigeration, Inc.	Maintenance of Facilities	59.02	59.02
G-01574	Recorded Books, LLC	Materials	919.12	919.12
G-01575	Mutual Assurance	Group Insurance	382.00	382.00
G-01576	Ebrahim Ejtehad	Programming Activities	28.79	28.79
G-01577	Spaces, Inc.	Furniture	3,700.00	3,700.00
G-01578	Full Circle Bookstore	Materials	391.44	391.44
G-01579	Commercial Concepts, Inc.	Capiral Projects	3,097.00	3,097.00
G-01580	Cheryll Jones	Programming Activities	90.84	90.84
G-01581	Random House, Inc	Materials	135.00	135.00
G-01582	Brilliance Corporation	Materials	1,426.80	1,426.80
G-01583	Gateway Films/Vision Video	Materials	48.94	48.94
G-01584	Ingram Library Service	Materials	2,550.77	2,550.77
G-01585	Audio Editions	Materials	592.84	592.84
G-01586	OverDrive, Inc.	Materials	11,368.94	11,368.94
G-01587	Metro Parking Garage	Parking	20.50	20.50
G-01588	ALA-PLA 2014	Professional Services	230.00	230.00
G-01589	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	125.00	260.00
G-01590	Capstone	Materials	2,028.31	2,028.31
G-01591	Center Point Large Print	Materials	2,221.65	2,221.65
G-01592	Anita Roesler	Transportation	229.16	229.16
G-01593	Evans Hardware	Maintenance of Facilities	14.98	14.98
G-01594	Displays 2 Go	Equipment	360.96	360.96
G-01595	ProQuest	Materials	5,200.00	5,200.00
G-01596	Jerry Amundsen Inc.	Maintenance of Facilities	187.86	187.86
G-01597	MAC Systems, Inc.	Maintenance of Facilities	108.00	108.00
G-01598	Ted's Cafe' Escondido	Other Commodities	211.17	211.17
G-01599	Baker & Taylor Books	Materials	1,018.01	1,018.01
G-01600	Baker & Taylor Entertainment	Materials	2,716.57	
		Materials	229.12	2,945.69
G-01601	Garcia Tire Service, Inc.	Maintenance of Facilities	75.00	75.00
G-01602	Erin Bedford	Memberships	90.00	90.00
G-01603	Baker & Taylor Books	Materials	2,065.40	
		Materials	1,073.45	
		Materials	1,919.40	
		Materials	3,285.85	
		Materials	5,544.69	
		Materials	4,230.42	
		Materials	1,709.93	
		Materials	3,720.08	23,549.22
G-01604	Baker & Taylor Books	Materials	1,027.24	
		Materials	2,371.22	
		Materials	2,179.12	
		Materials	254.79	5,832.37
G-01605	Baker & Taylor Books	Materials	466.87	466.87
G-01606	Sarah Abbasi	Programming Activities	17.21	17.21
G-01607	Sally Phillips	Postage	13.20	13.20
G-01608	Chase Card Services	Other Library Services	42.33	42.33
G-01609	Sheet Metal Service	Maintenance of Facilities	148.76	148.76
G-01610	Kone Inc	Maintenance of Facilities	921.89	921.89
G-01611	Personalized Prevention	Professional Services	7,000.25	7,000.25
G-01612	Mackin	Materials	248.56	248.56

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Number	Vendor/Payee	Purpose		Amount
G-01613	Shopleet	Supplies	29.10	
		Supplies	62.93	92.03
G-01614	City of Del City	Rent of Library Buildings	400.00	400.00
G-01615	O G & E	Electrical Services	1,513.79	
		Electrical Services	1,539.96	
		Electrical Services	227.87	
		Electrical Services	1,661.27	
		Electrical Services	126.57	5,069.46
G-01616	Oklahoma Natural Gas Co.	Gas Services	35.62	
		Gas Services	20.12	
		Gas Services	46.40	
		Gas Services	103.82	
		Gas Services	86.09	292.05
G-01617	City of Oklahoma City	Water & Garbage Services	269.46	
		Water & Garbage Services	1,064.71	
		Water & Garbage Services	47.46	1,381.63
G-01618	Demco	Supplies	239.42	239.42
G-01619	City of Warr Acres	Water & Garbage Services	53.20	53.20
G-01620	AT&T	Telephone Services	136.26	136.26
G-01621	Baker & Taylor Books	Materials	8,433.00	8,433.00
G-01622	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01623	ABDO Publishing Company	Materials	3,887.34	3,887.34
G-01624	Susan Ryan	Transportation	14.63	14.63
G-01625	Upstart	Supplies	206.29	
		Supplies	52.35	258.64
G-01626	Recorded Books, LLC	Materials	1,162.80	1,162.80
G-01627	Rowman & Littlefield Pub. Co.	Materials	1,746.29	1,746.29
G-01628	The Penworthy Co.	Materials	1,041.24	1,041.24
G-01629	Thorndike/Gale Group	Materials	4,742.29	4,742.29
G-01630	Center for Economic	Professional Services	22.00	22.00
G-01631	Copelin's Office Center	Supplies	997.60	997.60
G-01632	Independent Stationers	Supplies	19.28	
		Supplies	83.97	103.25
G-01633	Random House, Inc	Materials	521.25	521.25
G-01634	Brilliance Corporation	Materials	208.63	208.63
G-01635	Ingram Library Service	Materials	1,585.24	1,585.24
G-01636	R. R. Bowker, LLC	Network Catalog Services	1,628.00	1,628.00
G-01637	Julie Ballou	Transportation	48.84	48.84
G-01638	Mergent Co., Inc.	Materials	6,897.00	6,897.00
G-01639	Audio Editions	Materials	779.84	779.84
G-01640	OverDrive, Inc.	Materials	3,671.62	3,671.62
G-01641	Findaway World, LLC	Materials	32,788.05	32,788.05
G-01642	AV Cafe Inc	Materials	226.90	226.90
G-01643	Ingram Library Service	Materials	1,563.43	1,563.43
G-01644	Barnes & Noble, Inc.	Periodicals/Subscriptions	1,190.80	
		Periodicals/Subscriptions	885.93	
		Periodicals/Subscriptions	967.35	
		Periodicals/Subscriptions	395.67	
		Materials	55.92	3,495.67
G-01645	Susan Pierce	Programming Activities	1,200.00	
		Programming Activities	448.00	
		Programming Activities	112.00	1,760.00

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Number	Vendor/Payee	Purpose	Amount	Amount
G-01646	Oklahoma Building Services, Inc	Janitorial Services	25,688.98	
		Janitorial Services	3,606.15	
		Janitorial Services	3,411.67	
		Pest Control Services	1,015.00	
		Pest Control Service	450.00	
		Pest Control Services	260.00	34,431.80
G-01647	CDW Government, Inc.	Automation	3,552.00	3,552.00
G-01648	Michael Corley	Programming Activities	239.00	239.00
G-01649	Hudiburg Chevrolet, Inc.	Vehicles	22,349.00	22,349.00
G-01650	Oklahoma Museum Network	Programming Activities	350.00	350.00
G-01651	Dowell Parking Center	Parking	312.00	312.00
G-01652	Amazon/GE Money Bank	Automation	51.95	
		Supplies	47.12	99.07
G-01653	G. Patrick Riley	Programming Activities	200.00	200.00
G-01654	Todd Olberding	Telephone Services	46.88	46.88
G-01655	Alice Murphy	Supplies	42.50	
		Supplies	32.50	75.00
G-01656	Baker & Taylor Entertainment	Materials	1,831.86	
		Materials	3,893.51	5,725.37
G-01657	Walmart Community/GECRB	Programming Activities	2.54	
		Programming Activities	222.01	
		Supplies	11.94	
		Other Commodities	88.07	324.56
G-01658	Construction Building	Maintenance of Facilities	174.52	174.52
G-01659	Preston Bell	Transportation	50.00	50.00
G-01660	Papa John's Pizza	Programming Activities	80.00	80.00
G-01661	Thomas P. Gallagher	Transportation	25.00	25.00
G-01662	Michaelle M Statham	Programming Activities	30.00	30.00
G-01663	Molly Cromer	Programming Activities	50.00	50.00
G-01664	Darrie Breathwit	Parking & Transportation	28.48	
		Programming Activities	36.22	64.70
G-01665	Denesa Bennett	Transportation	17.63	17.63
G-01666	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-01667	Cory E Punto	Programming Activities	375.00	375.00
G-01668	AT&T	Telephone Services	125.87	125.87
G-01669	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	1,831.67	4,263.34
G-01670	Cox Communications, Inc.	Telephone Service	9.68	9.68
G-01671	Securitas Security USA, Inc.	Security Services	5,920.88	
		Security Services	727.13	
		Security Services	5,413.97	
		Security Services	1,092.77	13,154.75
G-01672	Baker & Taylor Books	Materials	3,127.41	
		Materials	1,793.21	
		Materials	1,091.70	
		Materials	2,902.64	
		Materials	2,886.22	
		Materials	3,029.15	
		Materials	3,615.98	
		Materials	3,389.42	
		Materials	7,399.33	29,235.06
G-01673	Baker & Taylor Books	Materials	1,281.15	
	** Continued **			

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01673	Baker & Taylor Books	Materials	2,736.45
		Materials	1,519.58
		Materials	1,349.61
		Materials	593.51
			7,480.30
G-01674	Baker & Taylor Books	Materials	584.20
			584.20
G-01675	Brandy Haynes	Programming Activities	120.00
			120.00
G-01676	3E Company	Safety, Supplies & Equip	2,600.00
			2,600.00
G-01677	Juggle Whatever	Programming Activities	35.00
			35.00
G-01678	Maria Watkins	Transportation	37.54
			37.54
G-01679	Lloyd Lovely	Telephone Services	40.00
			40.00
G-01680	Lisa Bradley	Transportation	4.52
			4.52
G-01681	Baker & Taylor Entertainment	Materials	33.09
			33.09
G-01682	Mackin	Materials	192.29
			192.29
G-01683	Savannah Mitchell	Programming Activities	125.00
			125.00
G-01684	Nancy Slusar	Transportation	17.42
			17.42
G-01685	Oklahoma Natural Gas Co.	Gas Services	93.18
			93.18
G-01686	City of Oklahoma City	Water & Garbage Services	37.35
			37.35
G-01687	Demco	Supplies	88.49
			88.49
G-01688	U.S. Postal Service	Postage	200.00
			200.00
G-01689	Scott's Printing & Copying	Printing/Printing Supply	780.96
			780.96
G-01690	OPUBCO Communications Group	Classified Advertisement	185.74
			185.74
G-01691	Amazon/GE Money Bank	Programming	121.78
		Programming	34.95
			156.73
G-01692	Frates Insurance	Auto Insurance	27.50
			27.50
G-01693	Alice Murphy	Other Commodities	182.60
			182.60
G-01694	Southern Aluminum Manufacturing	Furniture	2,194.00
			2,194.00
G-01695	Bank of Oklahoma	Payroll Transmittal-Chks	32,172.95
		Payroll Transmittal-Chks	14,822.94
			46,995.89
G-01696	Bank of Oklahoma	Federal Withholding Tax	63,616.85
		Federal Withholding Tax	5,026.00
			68,642.85
G-01697	Oklahoma Tax Commission	State Withholding Tax	19,106.00
		State Withholding Tax	1,039.00
			20,145.00
G-01698	Mun. Employees Credit Union	Employee Cr Union Deducts	11,264.47
		Employee Cr Union Deducts	87.50
			11,351.97
G-01699	Clerk, U.S. District	Employee Deductions	240.92
			240.92
G-01700	Bank of America	Payroll Transmittal-DDep	341,128.32
		Payroll Transmittal-DDep	58,809.20
			399,937.52
G-01701	Nationwide Retirement Solution	Employee Deductions	5,709.34
			5,709.34
G-01702	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,898.20
			3,898.20
G-01703	Bank of Oklahoma	Employee Soc/Sec Deposits	32,873.49
		Employee Soc/Sec Deposits	5,370.28
		Employee Medicare Deposit	7,808.01
		Employee Medicare Deposit	1,256.05
		Employer Soc/Sec Deposits	38,244.05
		Employer Medicare Deposit	9,064.04
			94,615.92
G-01704	MassMutual Financial Group	Employee Contrib -- DC PI	19,725.96
		Employee Contrib -- DC PI	35,379.39
			55,105.35
G-01705	Love, Beal & Nixon, P.C.	Employee Deductions	268.61
			268.61
G-01706	Pioneer Credit Recovery	Employee Deductions	191.28
			191.28
G-01707	Robinson & Hoover	Employee Deductions	207.21
			207.21
G-01708	ODHS Oklahoma Centralized	Employee Deductions	484.28
			484.28
		Total of FY 13-14 Warrants Issued	\$ 3,188,070.42

General Fund F.Y. 12-13

Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
G-06400	Linda Hyams	Travel Expenses	482.00	482.00
G-06401	Oklahoma Building Services, Inc	Maintenance of Facilities	690.00	690.00
G-06402	Todd Olberding	Travel Expenses	548.10	
		Travel Expenses	463.28	
		Travel Expenses	431.65	
		Professional Services	240.00	1,683.03
G-06403	Knoll, Inc.	Furniture	619.65	619.65
G-06404	Recorded Books, LLC	Materials	575.40	575.40
G-06405	Journal Record Publishing	Other Library Related Svc	98.00	98.00
G-06406	Live Oak Media	Materials	182.59	182.59
G-06407	Brilliance Corporation	Materials	1,019.64	1,019.64
G-06408	Ingram Library Service	Materials	186.62	186.62
G-06409	Audio Editions	Materials	1,184.49	1,184.49
G-06410	Ingram Library Service	Materials	653.57	653.57
G-06411	Baker & Taylor Books	Materials	2,992.74	2,992.74
G-06412	Baker & Taylor Entertainment	Materials	1,687.72	1,687.72
G-06413	Baker & Taylor Books	Materials	1,582.07	
		Materials	2,165.08	
		Materials	1,246.56	4,993.71
G-06414	Baker & Taylor Books	Materials	416.92	416.92
G-06415	Cox Systems Technology, Inc.	Maintenance of Facilities	247.50	247.50
G-06416	The University of Oklahoma	Printing	36,671.00	36,671.00
G-06417	MAC Systems, Inc.	Maintenance of Facilities	783.00	783.00
G-06418	Recorded Books, LLC	Materials	822.00	822.00
G-06419	Blackstone Audio Books	Materials	129.92	129.92
G-06420	Random House, Inc	Materials	105.00	105.00
G-06421	Brilliance Corporation	Materials	1,639.39	1,639.39
G-06422	Audio Editions	Materials	2,838.17	2,838.17
G-06423	Ingram Library Service	Materials	780.13	780.13
G-06424	Baker & Taylor Books	Materials	1,505.10	1,505.10
G-06425	Baker & Taylor Entertainment	Materials	165.44	165.44
G-06426	Baker & Taylor Books	Materials	1,262.34	
		Materials	2,546.64	
		Materials	465.77	4,274.75
G-06427	Baker & Taylor Books	Materials	400.19	400.19
G-06428	Chase Card Services	Travel Expenses	925.42	925.42
G-06429	Recorded Books, LLC	Materials	1,233.00	1,233.00
G-06430	Thorndike/Gale Group	Materials	1,308.09	1,308.09
G-06431	Ingram Library Service	Materials	389.73	389.73
G-06432	Baker & Taylor Books	Materials	4,497.42	4,497.42
G-06433	Baker & Taylor Entertainment	Materials	22.50	22.50
G-06434	Baker & Taylor Books	Materials	1,557.51	
		Materials	1,783.32	3,340.83
G-06435	Baker & Taylor Books	Materials	152.98	152.98
G-06436	Baker & Taylor Books	Materials	440.28	440.28
G-06437	Mackin	Materials	159.04	159.04
G-06438	Recorded Books, LLC	Materials	25.20	25.20
G-06439	Spaces, Inc.	Furniture	76.50	76.50
G-06440	Random House, Inc	Materials	768.75	768.75
G-06441	Audio Editions	Materials	671.83	671.83
G-06442	Deli Partners of Little Rock	Other Commodities	231.80	231.80
G-06443	Baker & Taylor Books	Materials	1,148.75	1,148.75

General Fund F.Y. 12-13

Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
G-06444	Baker & Taylor Books	Materials	1,573.03	
		Materials	512.28	2,085.31
G-06445	Baker & Taylor Books	Materials	202.68	202.68
Total of FY 12-13 Warrants Issued				\$ 85,507.78

Special Funds

Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
S-19119	Todd C. Lewis	Lost & Returned Item	5.35	5.35
S-19120	Joseph G. Thomas &/or Stephanie	Lost & Returned Item	3.00	3.00
S-19121	Katherine L.B. Etzkorn	Lost & Returned Item	24.00	24.00
S-19122	Samantha G. C. Stone &/or	Lost & Returned Item	6.95	6.95
S-19123	Isaak M. Rayburn &/or Brooke	Lost & Returned Item	31.95	31.95
S-19124	Jenna E. Smith	Lost & Returned Item	23.85	23.85
S-19126	Linda K. Francisco	Lost & Returned Item	9.00	9.00
S-19127	Nellie Bee Van Winkle	Lost & Returned Item	13.35	13.35
S-19128	Marilee S. Horn	Lost & Returned Item	10.25	10.25
S-19129	Tina Barker	Lost & Returned Item	27.90	27.90
S-19130	Tremeshia L. Laster	Lost & Returned Item	12.95	12.95
S-19131	Allison L. Dalke	Lost & Returned Item	15.95	15.95
S-19132	Audrey S. Hunt &/ Susan K.	Lost & Returned Item	14.95	14.95
S-19133	Sharon M. Wile	Lost & Returned Item	6.65	6.65
S-19134	University of Oklahoma	Books Lost Account	67.00	67.00
S-19135	The Lyle Corporation	10/Friends/Public Art	250.41	250.41
S-19136	Nathan Lee	13/Friends After School	800.00	800.00
S-19137	Scott Delsigne	13/Friends After School	400.00	400.00
S-19138	Taryn Parker	13/Friends After School	400.00	400.00
S-19139	Kiona Millirons	13/Friends/ After School	200.00	200.00
S-19140	Savannah Mitchell	13/Friends After School	800.00	800.00
S-19141	Eye For Talent	14/Friends/Our World	6,000.00	6,000.00
S-19142	Cimarron Circuit Opera Company	14/Friends/Our World	6,000.00	6,000.00
S-19143	Cimarron Circuit Opera Company	14/OAC/Cimarron Opera	4,000.00	4,000.00
S-19144	Natasha Corso	14/KFF/After School	400.00	400.00
S-19145	MTM Recognition Corporation	Staff Recognition Banquet	91.75	
		Staff Recognition Banquet	148.50	240.25
S-19146	Fort Worth Library	Books Lost Account	44.95	44.95
S-19147	Susan K. Webb	Lost & Paid Item Returned	12.95	12.95
S-19148	Oklahoma Tax Commission	State Sales Tax-Aug.	49.44	49.44
S-19149	Rachel G. Sine	Lost & Paid Item Returned	3.00	3.00
S-19150	Kathleen Whiting	Lost & Paid Item Returned	3.00	3.00
S-19151	Lindsey G. Torres	Lost & Paid Item Returned	3.00	3.00
S-19152	Benjamin T. Wilkerson &/or	Lost & Paid Item Returned	3.00	3.00
S-19153	Patricia E. Mills	Lost & Paid Item Returned	25.95	25.95
S-19154	Dayon L. Martin	Lost & Paid Item Returned	25.90	25.90
S-19155	Ambi Hill-Smith	Lost & Paid Item Returned	11.45	11.45
S-19156	Bianca Y. Stepney &/or Lora B.	Lost & Paid Item Returned	4.95	4.95
S-19157	Tami S. Hartsook	Lost & Paid Item Returned	3.00	3.00
S-19158	Tommy T. Nguyen	Lost & Paid Item Returned	9.99	9.99
S-19159	Burlington Public Library	Books Lost Account	28.00	28.00
S-19160	Patty A. Williamson	Lost & Paid Item Returned	3.00	3.00
S-19161	Metropolitan Library System	Transfer of Fines	44,000.00	44,000.00
S-19162	Oklahoma Tax Commission	State Sales Tax-Aug.	71.19	71.19
S-19163	Oklahoma Tax Commission	State Sales Tax-Aug.	1,022.33	1,022.33
S-19164	Candace McDaniel	14/Friends/ Staff Recogni	87.16	87.16
S-19165	Petroleum Club of Oklahoma	14/Friends/Staff Recogn	9,950.00	9,950.00
S-19166	Rebecca Ross	14/Friends/Staff Recognit	500.00	500.00
S-19167	Susan E. Reynolds	Lost & Paid Item Returned	11.55	11.55
S-19168	Oklahoma Tax Commission	Gifts & Books Lost	63.52	63.52
S-19169	Mason N. Latham &/or James A.	Lost & Paid Item Returned	3.00	3.00
S-19170	Olivia McDaniel &/or Devon	Lost & Paid Item Returned	3.00	3.00

Special Funds

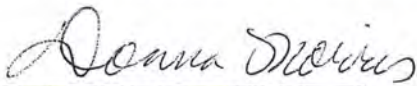
Warrant Register

October 2013

Number	Vendor/Payee	Purpose		Amount
S-19171	Laura Rodriguez	Lost & Paid Item Returned	14.95	14.95
S-19172	Nancy Avila	Lost & Paid Item Returned	3.00	3.00
S-19173	Sophia S. Riggs &/or Nancy H.	Lost & Paid Item Returned	12.95	12.95
S-19174	D'Ann E. Burger	Lost & Paid Item Returned	4.95	4.95
S-19175	Jon M. Brand	Lost & Paid Item Returned	10.85	10.85
S-19176	Lindsey S. Jacobs	Lost & Paid Item Returned	8.95	8.95
S-19177	Zossima L. Granger &/or Mary	Lost & Paid Item Returned	105.70	105.70
S-19178	Tracey D. Claybon	Lost & Paid Item Returned	3.00	3.00
S-19179	Oklahoma Tax Commission	Fines Account	109.18	109.18
S-19180	Oklahoma Tax Commission	Copy Fund	890.00	890.00
S-19181	ImageNet Consulting, LLC	Copier Maintenance	187.28	187.28
S-19182	Taryn Parker	13/Friends/ After School	400.00	400.00
S-19183	Savannah Mitchell	13/Friends/ After School	400.00	400.00
S-19184	Melanie H. Lawrence	Lost & Paid Item Returned	9.95	9.95
S-19185	Chase Card Services	Fines Account	164.40	164.40
S-19186	Standley Systems	Copier Maintenance	8.44	8.44
S-19187	Melody of China, Inc.	14/Friends/Our World	3,000.00	3,000.00
S-19188	Melody of China, Inc.	14/OAC/Melody of China	3,000.00	3,000.00
S-19189	Debra B. Logan	Lost & Paid item Returned	22.00	22.00
S-19190	Karen Peeler	Lost & Paid item Returned	11.95	11.95
S-19191	Victoria J. Smith	Lost & Paid item Returned	60.60	60.60
S-19192	Jesus Celedon	Lost & Paid item Returned	37.90	37.90
S-19193	John D. Robertson	Lost & Paid item Returned	26.95	26.95
S-19194	Kenneth M. Marsalis	Lost & Paid item Returned	11.95	11.95
S-19195	Donald T. Eckhoff	Lost & Paid item Returned	3.00	3.00
S-19196	Parvaneh Naraghi	Lost & Paid item Returned	3.00	3.00
S-19197	Melissa R. Najera	Lost & Paid item Returned	3.00	3.00
S-19198	Allison R. Davis	Lost & Paid item Returned	3.00	3.00
S-19199	Ervina M. Maytubby	Lost & Paid item Returned	13.25	13.25
S-19200	Karen A. Millenacker	Lost & Paid item Returned	3.00	3.00
S-19201	Elizabeth L. Kettler	Lost & Paid item Returned	5.80	5.80
S-19202	Darla E. Benoit	Lost & Paid item Returned	3.00	3.00
S-19203	Michael K. Carroll	Lost & Paid item Returned	15.85	15.85
S-19204	Eva K. Serrato &/or Terri L.	Lost & Paid item Returned	11.09	11.09
S-19205	Melissa R. Reeves	Lost & Paid item Returned	3.00	3.00
S-19206	Hobby Lobby	14/Friends/Staff Recogn	19.44	19.44
S-19207	Mailing Services -134730000	10/Friends/Public Art	33.47	33.47
S-19208	Randall D. Vaughn	13/LET/WA Art	2,000.00	2,000.00
S-19209	Scott Delsigne	13/Friends/ After School	200.00	200.00
Total of Special Funds Warrants Issued				\$ 86,531.94

I, Donna Morris, certify that:

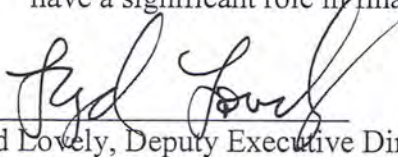
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Donna Morris, Executive Director

11-13-13
Date

I, Lloyd Lovely, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Lloyd Lovely, Deputy Executive Director of Finance and Support

11-13-13
Date

CONTRACT AWARDS AND PURCHASES

The following recommendations for the Commission's approval are made in accordance with the Library System's purchasing policy. For additional information regarding these recommendations, please contact the Purchasing Officer at 606-3794.

ITEM A: SECURITY SERVICES

The MLS currently has security in eight libraries (Almonte Library; Belle Isle Library; Capitol Hill Library; Downtown Library; Midwest City Library; Ralph Ellison Library; Southern Oaks Library; and Wright Library). The determination of the libraries that will have security is based on a risk assessment that evaluates local crime, community factors, and library incidents. The hours covered are selected as the most likely times there is a need for security. Because libraries are comprised of diverse communities, it is essential that customers visiting the library feel a sense of safety and security. In keeping with our strategic plan that we create safe and welcoming places, choosing the right security officer requires a balance of customer service and safety.

Specifications were prepared and bids were advertised for 2 days (October 19 and 22, 2013). Bids were sent to six prospective bidders. A pre-bid conference was held at the Downtown Library October 31, 2013. Four vendors attended.

All bids received were publicly opened on November 07, 2013. Four vendors responded.

Vendor	Unarmed Security Officers				
	Year 1	Year 2	Year 3	Average	3 year cost based on 20,000hrs/yr
G4S	\$19.27	\$19.45	\$19.62	\$19.45	\$1,166,800
Allied Barton*	\$18.72	\$18.91	\$19.10	\$18.91	\$1,134,600
Securitas USA	\$17.96	\$18.32	\$18.68	\$18.32	\$1,099,800
Whelan Security	\$18.18	\$18.18	\$18.18	\$18.18	\$1,090,800

*Allied Barton also passes through the employer share of health care costs to the client. This is currently \$99.39/mo per covered employee.

While cost is a factor, it is essential we choose a company that we feel will best meet our needs. Based on the proposals submitted, we recommend the contract be awarded to G4S as the vendor that provides the best value to the Library. Three factors differentiated G4S.

1. G4S has the lowest turnover at 26%. Whelan's is 44.26%, Allied's is 44%, and Securitas' is 61%. The turnover rate in this industry extremely high and all of these turnover rates are below the industry average. However, 26% is extraordinary in this field. Guard turnover has been a continuing problem for the library. In the Downtown Library alone, we have had 8 different guards in the last year. This was a significant factor in the decision to choose G4S.

2. It is standard practice for G4S to require new hires to undergo a physical examination by a licensed physician. They are the only vendor that requires this. This is important as we have had issues in the past with guards not being able to handle the physical requirements of the job. Determining fitness through questionnaires and the eyeball test has not proven effective in the past.
3. G4S is the only vendor that has a benefits plan that is fully compliant with the Affordable Health Care Act (ACA). All vendors included a statement in some form that additional costs related to ACA would be passed on to the client. G4S stated in the proposal that prices for 2014 were firm. In a follow up they stated they anticipate no increase after that unless there are changes to the law as it stands now because their plan is currently compliant and all costs associated with the health plan are included in the price.

The remaining vendors made no written representation that the prices were firm for any length of time and their plans are either not compliant or partially compliant. In follow up calls they stated they expect no increase in 2014. Beyond that is unknown as they don't know exactly what their health care plan will look like in the future.

Since their plan is currently fully compliant, G4S is less likely to have unforeseen costs related to ACA that they would try to pass on to the MLS.

RECOMMENDATION:

That the Commission award the contract for uniformed security officers to G4S at the rates stated above for unarmed officers. Funding for this service is provided for in the FY 2013-14 budget, account 214.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: PURCHASE & INSTALLATION OF AUDIO VISUAL SYSTEM FOR RALPH ELLISON LIBRARY

Provided for in the FY2013-14 budget are funds for the purchase and installation of an audio visual system for the Ralph Ellison Library. This is the initial installation of an AV system in the library.

The bid was let for 37 days and advertised for two days (September 24 & 26). Bid packets were provided to 8 prospective bidders.

A pre-bid conference was held on October 10th, 2013. One vendor attended.

Bids were received and publicly opened on October 31, 2013. Seven vendors responded.

Purchase and Installation – Audio Visual System for Ralph Ellison Library	
Vendor	Total Cost
Cory's AV-Alternate	\$15,263.00
Ford Audio Visual	\$15,576.00
High Tech Tronics	\$15,716.00
Legacy Consulting	\$15,861.00
AVD-Audio Video Designs	\$16,780.00
AVL Systems Design-Alternate	\$17,009.39
Legacy Consulting-Alternate	\$17,987.00
Techsico	\$23,155.00

RECOMMENDATION:

That the Commission award the bid for the purchase and installation of the audio visual system for the Ralph Ellison Library to Cory's AV in the amount of \$15,263.00. Funding in the amount of \$15,000 is available in the FY 2013-2014 budget, account 408. The balance will be paid from excess funds at this or another location within the 408 budget.

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met November 11, 2013 for:

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Approval of selected vendor for Integrated Library System

During its meeting, the Committee:

Reviewed and discussed all items.

NOTE: FYI – Finance Committee packet documents are attached to the minutes

The following recommendation is the result of the discussions.

COMMISSION ACTION:

1. To approve the recommendation from the Finance Committee to authorize Administration begin contract negotiations with TLC.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Monday, November 11, 2013 TIME: 10:00 AM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, October 31, 2013. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on November 7, 2013, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Nancy Anthony, Chair
Allen Coffey
Rozz Grigsby
Judy Smith
Beth Toland

COMMITTEE MEMBERS EXCUSED:

Jim Shonts

ESTIMATE OF OTHERS PRESENT: 12

I. Mrs. Nancy Anthony called the meeting to order at 10:00 a.m. Roll was called to establish a quorum.

Present: Coffey, Grigsby, Smith, Toland, and Anthony.

II. Mrs. Anthony explained the purpose of the Finance Committee meeting to review the staff recommendation for the purchase of a new ILS (Integrated Library System). The current system was developed and written by former Deputy Executive Director/Technology, Jim Welch, who retired from the system in June of this year. Once Mr. Welch announced his plans to retire, staff began researching and interviewing potential vendors for a new ILS.

Mrs. Donna Morris provided a history of the steps that have taken place prior to and since Jim Welch's retirement. In April, 2013 the ILS Task Force visited two library systems in Colorado and one in California, to view the three potential systems in real time and to interact with library staff that use those systems. In August, 2013 Request for Proposals were sent out. Proposals were received from: Polaris, TLC, and iii. Vendor demonstrations were held for staff on October 22, 23 and 24. At the conclusion of the demonstrations, the ILS Task Force (Anne Fischer, Donna Morris, Kay Bauman, Lloyd Lovely and Karen Marriott) reviewed the staff evaluation piece and also completed individual evaluation sheets. The cost proposals were reviewed and vendor references were contacted.

Mrs. Kay Bauman explained the evaluation criteria used for choosing the preferred vendor. The functionality factor is based on the results of the survey completed by staff that attended demonstrations for each vendor. The remaining factors are the results of a survey completed by the members of the Task Force. Mrs. Bauman added the scoring did have a high impact on the selection; however, it was not the final determining factor. TLC did receive the highest overall score. Even though they were not the lowest priced vendor, the Task Force believes TLC is the best fit for MLS. The Task Force has continued to receive other information that further supports this recommendation.

Ms. Anne Fischer explained the functions of the new ILS. It will be inclusive of all the functions for the public library, purchasing materials, cataloging and processing materials. Some add-ons that will be needed are a computer reservation system, a point of sales system and possibly a replacement system for the self checkouts, calendar software, and meeting room booking software. There are going to be other third party products that will need to be purchased in addition to the ILS. The ILS is not inclusive of the functions of the Business Office or Human Resources. Those programs will need to eventually be replaced as well. Questions and Discussion followed.

Ms. Fischer highlighted the differences between the three vendors and their primary customer bases. Polaris and iii have one software package for every library whether it is a single library or a large library system. TLC has two different products; Library Solutions, which is geared toward small libraries and Carl.X which is geared more towards larger library systems. The Carl.X program is better suited for the needs of the MLS.

Mrs. Anthony asked if there were any concerns with TLC being acquired by another entity, in the future. TLC is a family owned company; however, there is no concern at this time that it will be acquired by another company. Mr. Lloyd Lovely stated each vendor was asked to provide audited financial statements as part of the evaluation criteria for Corporate Stability & History of the Company. The statements provided by TLC were, in his opinion, the best of the three. Everything was open and understandable. All libraries contacted for vendor references had nothing but great things to say about TLC. Questions and discussion followed.


Mrs. Anthony asked what the negotiations would entail. Ms. Fischer stated the timing on the contract and pricing could still be discussed at some level. There are several items that none of the vendors currently do and they are things that the MLS needs to keep; such as, Big Ben, the sorter, self-check, tagging stations, and a system for customer suggestions. The overall downtime with TLC is two days. The Task Force has discussed making the change during the 2014 Labor Day weekend to coincide with the library already being closed for the holiday.

The committee reviewed the ILS Purchase Price Five Year Cost of Ownership spreadsheet. The committee discussed adding a clause to the contract in the case of an ownership change. Mrs. Morris stated the contract will also be reviewed by the library's attorney, Mr. Bill Comstock.

Mrs. Anthony called for a motion from the Finance Committee.

Mrs. Beth Toland moved to accept the recommendation from Administration to negotiate a contract with TLC. Mrs. Judy Smith seconded. No further discussion. Motion passed unanimously.

III. There being no further business, Mrs. Anthony adjourned the meeting at 10:43 a.m.


Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATION FROM ADMINISTRATION

AUTHORIZATION TO NEGOTIATE CONTRACT FOR ILS VENDOR

History

For the last year, library staff have been researching and interviewing potential vendors for a new ILS (Integrated Library System). The need for a new system was precipitated by the retirement of Deputy Executive Director/Technology, Jim Welch, who developed and wrote the software for our in house ILS System.

We narrowed our list of vendors who were capable of providing this service for our size of library system to four and in September, 2012 had initial vendor demonstrations. After those demo's, we eliminated one of the potential vendors. In April, 2013, we made visits to two library systems in Colorado, and one in California to view the remaining three systems in real time and to interact with library staff.

Requests for proposals were mailed in late August, 2013 and due back at the end of September. We received proposals from: Polaris, TLC (The Library Corporation) and Innovative Interfaces, Inc (iii). Representatives from each vendor visited MLS and demonstrations were held for staff on October 22, 23 and 24. Staff was asked to evaluate vendors on the criteria that had been established in the RFP.

The ILS task force (Anne Fischer, Donna Morris, Kay Bauman, Lloyd Lovely and Karen Marriott) reviewed the staff evaluation piece of the criteria and also completed an individual evaluation sheet. We reviewed the cost proposals and Anne Fischer called multiple vendor references.

Attached to this document are the Composite scores of the evaluation criteria that were used. As you can see, the scores for iii and TLC are a virtual tie.

The 5 year cost of ownership is also attached.

Based on all of the factors, the ILS Task Force recommends TLC as our preferred vendor. While they are not the lowest vendor, they are the best fit for our system.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

The library system's administration requests approval from the Finance Committee to begin contract negotiations with TLC. This recommendation will be forwarded to the Metropolitan Library Commission at its meeting on November 21. Contract negotiations will begin upon commission approval with the actual contract to be awarded in December. Adequate funding is available in the 2013-2014 budget.

Evaluation Criteria

The following criteria will be used for choosing the “preferred” vendor. Each proposal will be rated on a scale of 0-100. While scoring will have a high impact on selection, it will not be the final, determining factor if MLS does not believe the vendor can meet the library’s needs.

Factor & Definition	Weight Points Available	Weight Points Vendor Received		
		Polaris	iii	TLC
Functionality -- Proposed system and services including configuration meet MLS functional requirements as offered in proposal, demonstrated in on-site demonstrations to staff, and information provided by references.	25	17.95	19.27	18.03
Vendor Support & Services -- All training, documentation, and technical support as included in proposal, verified by references, and described in vendor interview	15	10.25	13.00	12.75
Implementation Plan & Schedule -- Plan for implementation as outlined in proposal, described in vendor interviews, and verified by references meets MLS requirements.	13	11.38	12.35	11.70
Technical Requirements -- Proposed hardware, OS, DBMS, and application software meet library’s requirements as outlined in proposal, described in vendor interviews, and verified by contact with references.	12	9.00	9.00	9.00
Cost -- Proposed start-up costs as well as five year ownership costs as analyzed meet library’s requirements and budget availability.	10	7.25	9.50	6.50
Corporate Stability & History of the Company -- Company’s financial and business stability and performance history as outlined in proposal, and analyzed by staff meet MLS requirements.	10	6.88	4.38	9.38
Prior Experience -- Vendor’s experience with projects of similar size libraries and complexity of project meet MLS requirements.	10	9.00	9.00	9.00
Quality & Completeness of Response -- MLS staff are able to understand and evaluate response easily based on the completeness, responsiveness, legibility, and coherence.	5	3.69	3.94	4.13
Overall	100	75.40	80.44	80.49

The functionality factor’s score is based on the results of a survey of staff who attended demonstrations for each vendor. The remaining factors are the result of a survey completed by the members of the ILS Task Force. All the survey responses were calculated into weighted averages, from zero to one. Then each factor’s weighted average was multiplied by the points possible to determine its respective points.

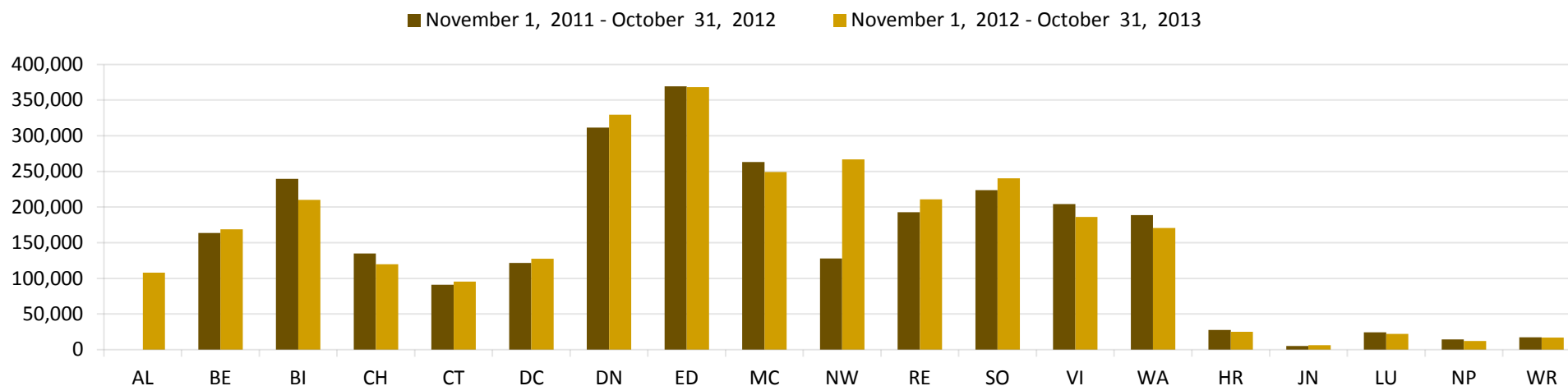
ILS Purchase Price Five Year Cost of Ownership

		Polaris	Innovative	TLC
Hardware:				
	Application Server			\$29,487
	Database Server			\$10,819
	Production Server	\$19,980	\$32,550	\$40,306
	Pac Server	\$5,493		\$4,873
	CARLwebXServer			\$4,873
	Testing/Training Server	\$3,230	\$9,975	
	Misc hardware			\$5,194
	Maintenance (3 Yr)		\$17,280	
*Discounts allowed calculated in		\$28,703	\$59,805	\$39,777
OS & DBMS Licensing:				\$61,596
				\$101,373
Cost of additional Items MLS asked to be developed:		\$0	\$25,000	\$0
Software:				
Implementation:	Installation	\$3,750	\$23,500	\$10,140
	Training	\$43,900	\$26,850	\$18,510
	Data Conversion	\$25,000	\$24,000	\$15,000
	Go Live Support	\$3,600	\$2,500	\$14,060
	Project Management			\$20,000
	Subtotal	\$76,250	\$76,850	\$77,710
	Year 1 Subscription	\$319,250	\$104,767	\$218,702
Total for Year 1:		\$360,573	\$266,422	\$397,785
	Year 2 Subscription	\$86,138	\$101,267	\$84,292
	Year 3 Subscription	\$88,722	\$104,255	\$84,292
	Year 4 Subscription	\$91,384	\$104,255	\$84,292
	Year 5 Subscription	\$94,125	\$107,434	\$84,292
Hardware, Software, + Recurring	5 Year Cost of Ownership	\$720,942	\$683,633	\$734,953

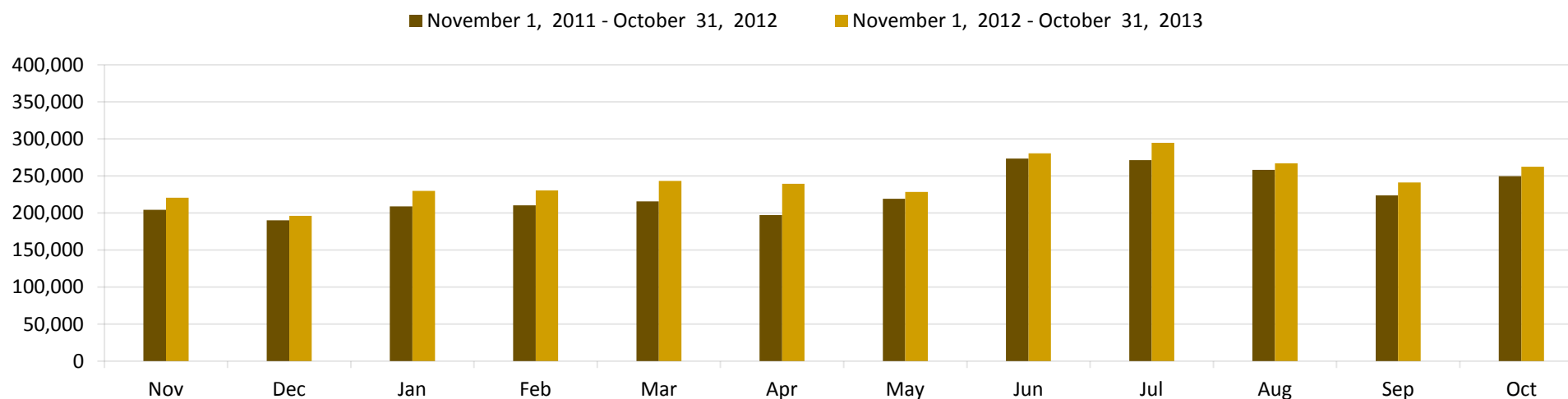
Library Visits Report

System Summary

Visits by Library



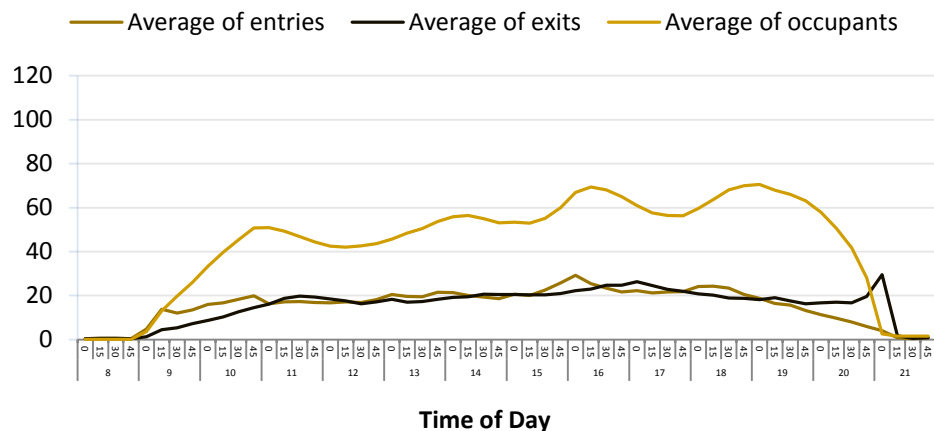
Visits by Month



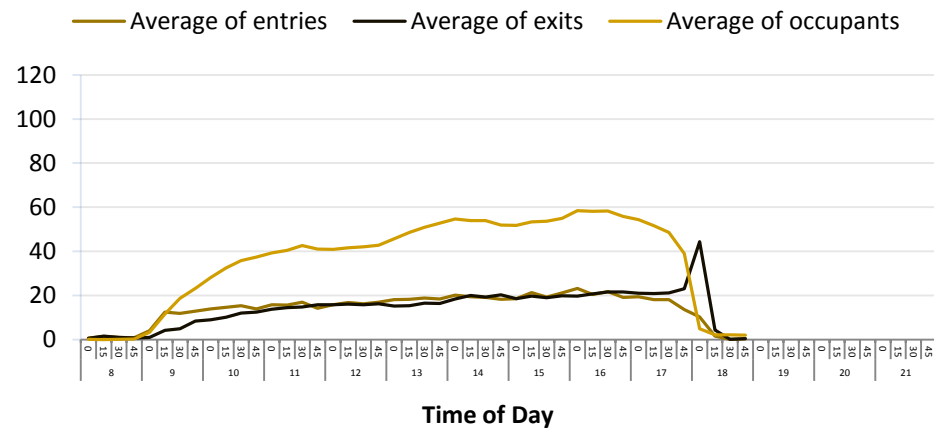
Library Visits Report

Visits Profile: NW

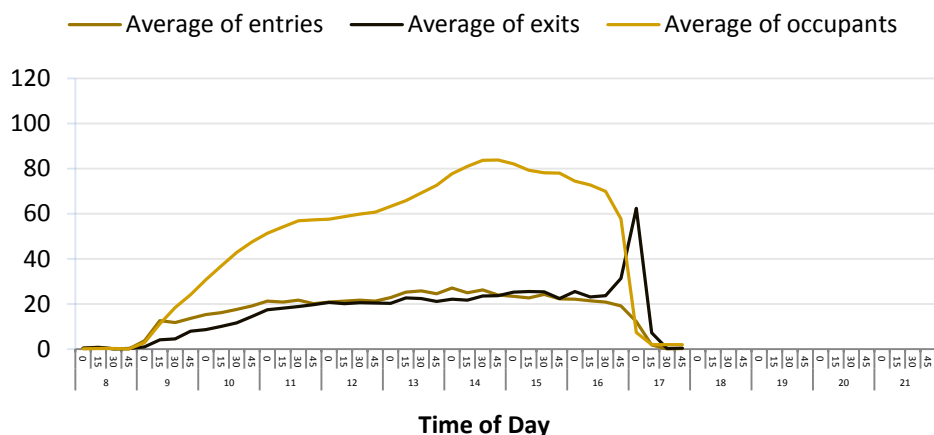
Monday - Thursday
(Trailing Twelve Months)



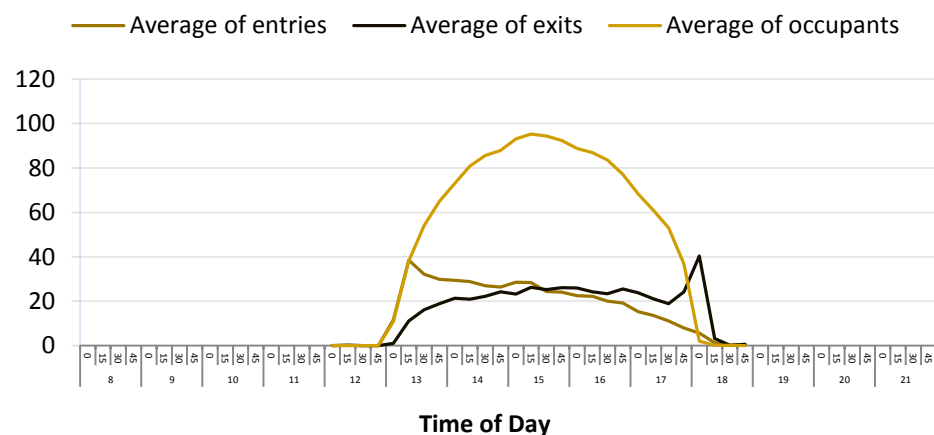
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2013 - October 31, 2013 (33.33% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
AL	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	-
	FY14	14,363	13,775	13,270	15,523	-	-	-	-	-	-	-	-	56,930
	%													
BI	FY13	19,684	20,518	19,840	19,763	17,726	15,775	19,121	17,758	19,316	16,868	10,420	17,700	79,804
	FY14	18,988	20,140	18,240	18,111	-	-	-	-	-	-	-	-	75,478
	%	-3.5%	-1.8%	-8.1%	-8.4%									-5.4%
BE	FY13	16,408	14,583	12,823	13,764	12,619	11,555	13,098	12,103	13,384	13,213	14,135	16,774	57,578
	FY14	17,748	15,357	13,770	15,150	-	-	-	-	-	-	-	-	62,024
	%	8.2%	5.3%	7.4%	10.1%									7.7%
CH	FY13	11,751	12,690	13,965	11,278	10,524	8,748	9,596	9,763	9,781	10,306	9,504	10,486	49,685
	FY14	10,265	9,942	9,542	11,202	-	-	-	-	-	-	-	-	40,951
	%	-12.7%	-21.7%	-31.7%	-0.7%									-17.6%
CT	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	7,761	7,993	8,308	6,190	9,268	33,380
	FY14	9,711	8,344	7,497	8,867	-	-	-	-	-	-	-	-	34,418
	%	5.9%	1.7%	0.3%	3.9%									3.1%
DC	FY13	12,301	11,238	10,155	11,098	9,778	8,498	9,553	9,779	10,213	10,672	10,867	12,690	44,792
	FY14	12,801	11,342	10,424	11,046	-	-	-	-	-	-	-	-	45,612
	%	4.1%	0.9%	2.6%	-0.5%									1.8%
DN	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	28,883	112,642
	FY14	30,922	30,590	26,694	29,039	-	-	-	-	-	-	-	-	117,245
	%	8.9%	3.8%	-0.9%	4.4%									4.1%
ED	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	28,066	29,723	29,442	28,348	42,064	131,683
	FY14	38,981	31,594	29,473	30,411	-	-	-	-	-	-	-	-	130,460
	%	2.0%	-4.3%	-0.8%	-1.1%									-0.9%
MC	FY13	25,032	24,228	20,677	23,176	20,529	17,559	20,235	19,040	20,925	19,586	19,159	22,975	93,113
	FY14	24,588	22,569	20,176	21,747	-	-	-	-	-	-	-	-	89,079
	%	-1.8%	-6.8%	-2.4%	-6.2%									-4.3%
NW	FY13	26,552	22,353	21,191	22,414	19,712	17,024	20,881	20,638	21,754	21,417	20,851	27,256	92,510
	FY14	28,307	24,059	21,973	23,019	-	-	-	-	-	-	-	-	97,358
	%	6.6%	7.6%	3.7%	2.7%									5.2%

Library Visits Report

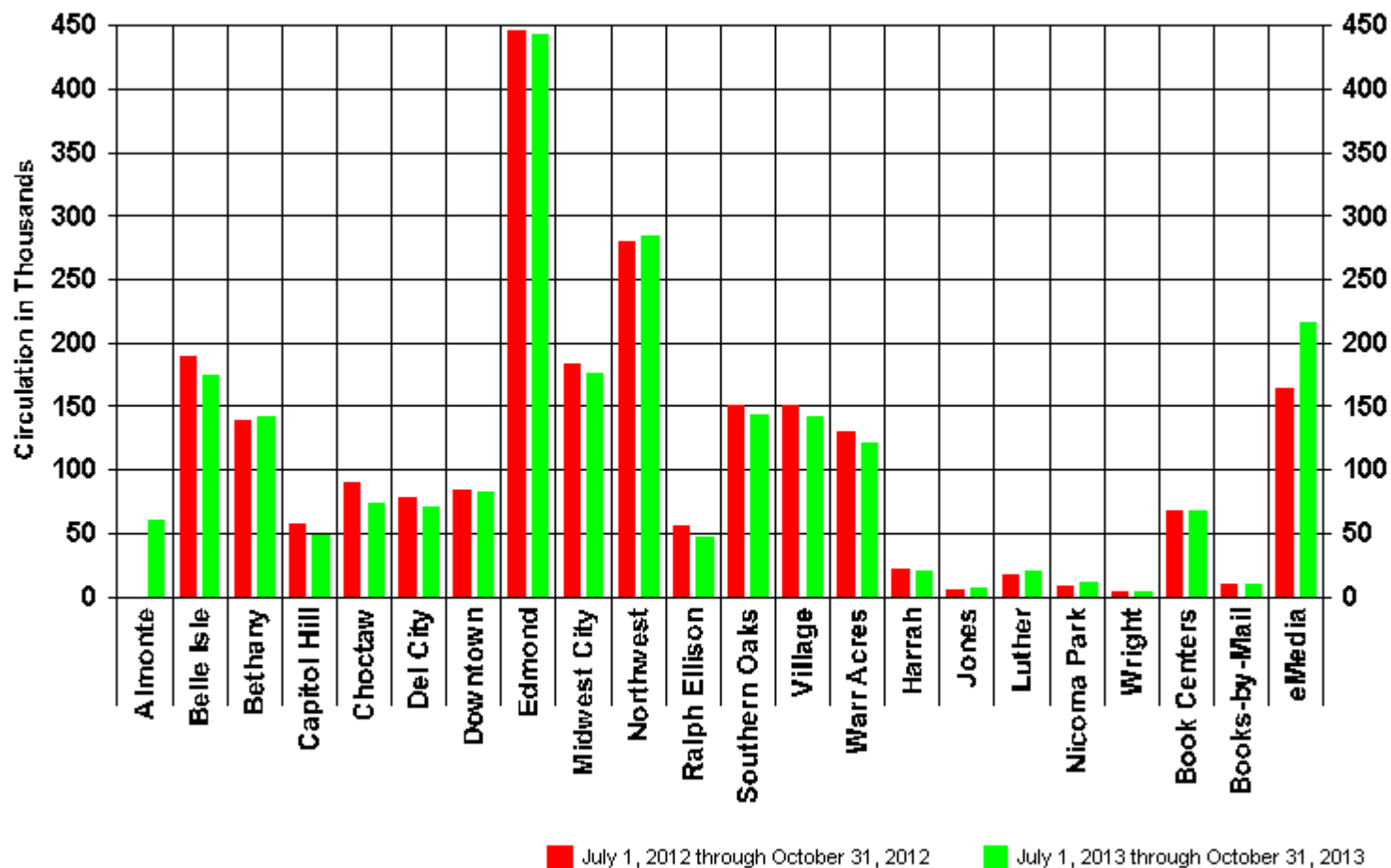
Data

July 1, 2013 - October 31, 2013 (33.33% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
RE	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	18,764	75,256
	FY14	22,402	17,426	13,901	18,211	-	-	-	-	-	-	-	-	71,940
	%	15.5%	-9.9%	-14.4%	-10.2%									-4.4%
SO	FY13	21,700	20,986	7,711	21,557	19,016	17,453	20,673	18,394	18,660	18,612	19,396	20,978	71,955
	FY14	22,592	21,941	20,779	21,765	-	-	-	-	-	-	-	-	87,076
	%	4.1%	4.5%	169.4%	1.0%									21.0%
VI	FY13	18,823	17,358	15,621	16,034	13,878	12,021	14,660	14,919	15,198	14,703	15,261	17,268	67,836
	FY14	19,298	17,254	15,390	16,195	-	-	-	-	-	-	-	-	68,138
	%	2.5%	-0.6%	-1.5%	1.0%									0.4%
WA	FY13	16,706	16,314	14,778	15,682	13,496	11,749	13,434	13,317	13,814	13,841	14,088	15,407	63,480
	FY14	17,109	15,682	13,804	14,765	-	-	-	-	-	-	-	-	61,359
	%	2.4%	-3.9%	-6.6%	-5.8%									-3.3%
HR	FY13	2,011	2,294	2,194	2,311	1,959	1,795	2,153	2,149	2,305	2,119	2,140	2,113	8,809
	FY14	1,959	2,102	2,240	2,200	-	-	-	-	-	-	-	-	8,501
	%	-2.6%	-8.4%	2.1%	-4.8%									-3.5%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	1,923
	FY14	480	455	447	882	-	-	-	-	-	-	-	-	2,264
	%	-4.1%	-5.7%	8.6%	66.9%									17.7%
LU	FY13	2,072	2,489	1,974	1,892	1,862	1,689	1,768	1,717	1,864	2,114	1,738	1,955	8,427
	FY14	1,953	2,031	1,721	1,831	-	-	-	-	-	-	-	-	7,536
	%	-5.7%	-18.4%	-12.8%	-3.2%									-10.6%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	4,843
	FY14	1,023	949	885	878	-	-	-	-	-	-	-	-	3,734
	%	-30.9%	-27.3%	-10.3%	-18.0%									-22.9%
WR	FY13	1,283	1,509	1,187	1,684	1,848	1,628	1,499	1,406	1,453	1,198	1,219	1,370	5,663
	FY14	1,326	1,384	1,156	1,637	-	-	-	-	-	-	-	-	5,503
	%	3.3%	-8.3%	-2.6%	-2.8%									-2.8%
SYS	FY13	271,465	258,373	223,894	249,647	220,680	196,115	229,736	230,725	243,481	239,389	228,402	280,442	1,003,380
	FY14	294,815	266,935	241,378	262,478	-	-	-	-	-	-	-	-	1,065,607
	%	8.6%	3.3%	7.8%	5.1%									6.2%

Circulation Gains and Losses

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)



Circulation Gains and Losses

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

OCTOBER 31, 2013		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Almonte	13	0	0	0	0	0	0	
	14	9712	37746	6676	22888	16388	60634	
		9712	37746	6676	22888	16388	60634	100.0
Belle Isle	13	33872	140226	12695	49629	46567	189855	
	14	30229	126111	12219	48680	42448	174791	
		-3643	-14115	-476	-949	-4119	-15064	-7.9
Bethany	13	22528	92181	11244	47036	33772	139217	
	14	21782	92020	11555	48975	33337	140995	
		-746	-161	311	1939	-435	1778	1.3
Capitol Hill	13	8023	33477	6090	23457	14113	56934	
	14	6555	26056	7172	22478	13727	48534	
		-1468	-7421	1082	-979	-386	-8400	-14.8
Choctaw	13	14084	53401	9295	36541	23379	89942	
	14	9218	41308	7407	32875	16625	74183	
		-4866	-12093	-1888	-3666	-6754	-15759	-17.5
Del City	13	13539	54853	5439	23350	18978	78203	
	14	11251	46256	5394	23697	16645	69953	
		-2288	-8597	-45	347	-2333	-8250	-10.5
Downtown	13	15174	61266	5482	23024	20656	84290	
	14	13938	58694	6240	24037	20178	82731	
		-1236	-2572	758	1013	-478	-1559	-1.8
Edmond	13	56851	238001	47945	207770	104796	445771	
	14	53429	225341	50768	217368	104197	442709	
		-3422	-12660	2823	9598	-599	-3062	-.7
Midwest City	13	30131	124724	14012	58083	44143	182807	
	14	28233	116621	15355	59684	43588	176305	
		-1898	-8103	1343	1601	-555	-6502	-3.6
Northwest	13	35601	155720	28498	123398	64099	279118	
	14	35853	151902	30894	132757	66747	284659	
		252	-3818	2396	9359	2648	5541	2.0
Ralph Ellison	13	9523	39506	4039	15491	13562	54997	
	14	8143	32298	3205	14008	11348	46306	
		-1380	-7208	-834	-1483	-2214	-8691	-15.8
Southern Oaks	13	28616	101987	14388	49037	43004	151024	
	14	23524	96522	12444	46652	35968	143174	
		-5092	-5465	-1944	-2385	-7036	-7850	-5.2
Village	13	24109	100835	11670	49742	35779	150577	
	14	23176	94634	11756	46676	34932	141310	
		-933	-6201	86	-3066	-847	-9267	-6.2

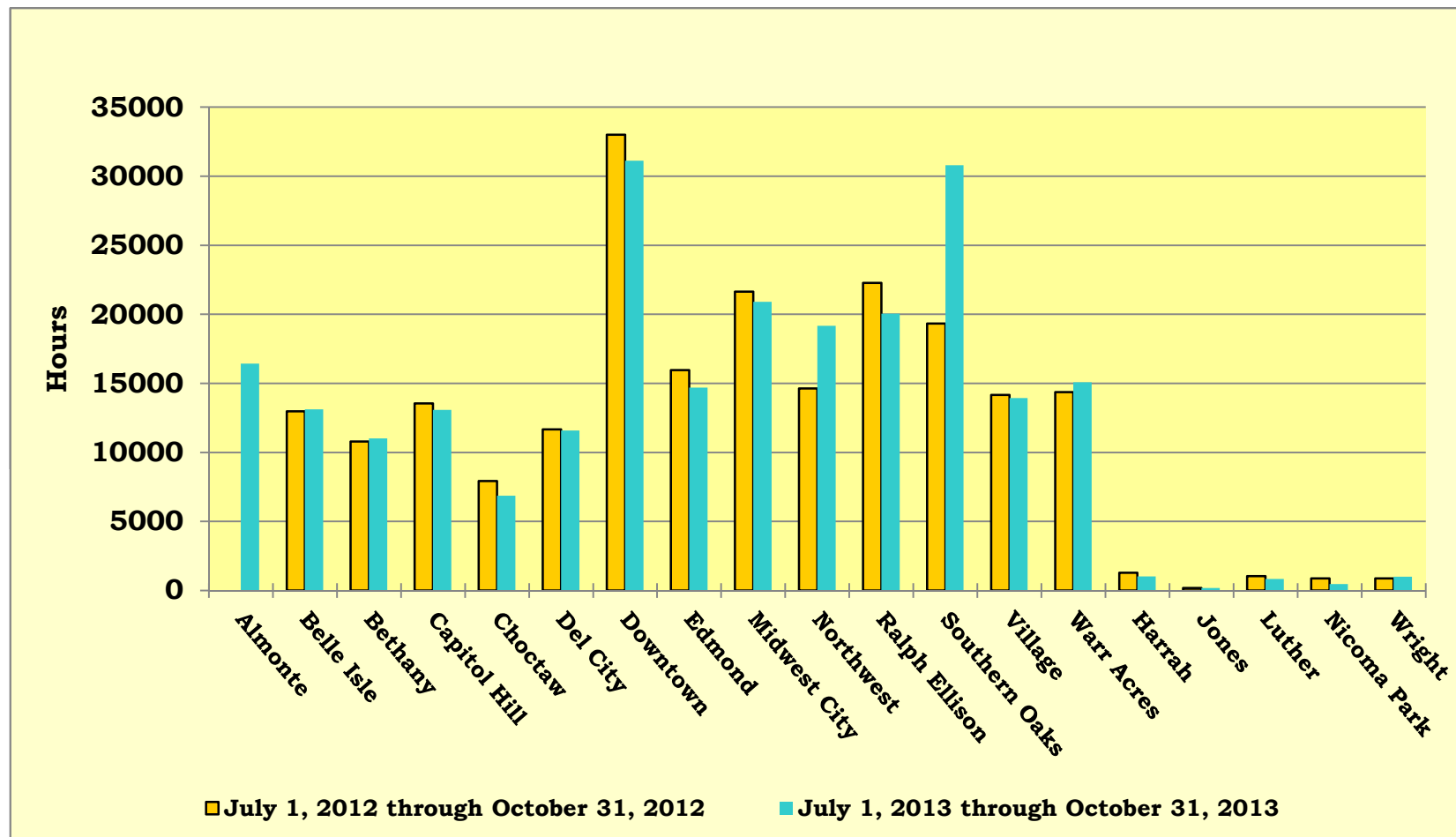
Circulation Gains and Losses

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

OCTOBER 31, 2013		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	13	23058	93277	9098	36371	32156	129648	
	14	21290	84773	9543	36060	30833	120833	
		-1768	-8504	445	-311	-1323	-8815	-6.8
EXTENSION LIBRARIES:								
Harrah	13	4131	15212	1810	6503	5941	21715	
	14	3768	13835	1802	6843	5570	20678	
		-363	-1377	-8	340	-371	-1037	-4.8
Jones	13	724	2810	540	2073	1264	4883	
	14	1180	4832	433	1687	1613	6519	
		456	2022	-107	-386	349	1636	33.5
Luther	13	2488	10897	1268	6235	3756	17132	
	14	2765	12681	1658	6886	4423	19567	
		277	1784	390	651	667	2435	14.2
Nicoma Park	13	1699	6650	501	2099	2200	8749	
	14	1910	8620	562	3071	2472	11691	
		211	1970	61	972	272	2942	33.6
Wright	13	652	2382	413	1424	1065	3806	
	14	682	2472	451	1705	1133	4177	
		30	90	38	281	68	371	9.7
<u>OTHER:</u>								
Book Centers	13	10600	42239	6352	25314	16952	67553	
	14	10611	42488	6700	25736	17311	68224	
		11	249	348	422	359	671	1.0
Books-by-Mail	13	1922	8970	0	0	1922	8970	
	14	3166	10318	0	0	3166	10318	
		1244	1348	0	0	1244	1348	15.0
eMedia	13	38983	163543	0	0	38983	163543	
	14	52494	215617	0	0	52494	215617	
		13511	52074	0	0	13511	52074	31.8
TOTALS	13	376308	1542157	190779	786577	567087	2328734	
	14	372909	1541145	202234	822763	575143	2363908	
		-3399	-1012	11455	36186	8056	35174	1.5

Total Computer Hours Used by Library

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)



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Total Computer Usage

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	344		4,944		4,167.79		2,145		19,401		16,436.53	
		344	100.0	4,944	100.0	4,167.79	100.0	2,145	100.0	19,401	100.0	16,436.53	100.0
BELLE ISLE	13	350		4,215		3,332.92		2,347		16,102		12,976.08	
	14	323		4,017		3,232.97		2,171		16,707		13,124.62	
		-27	-7.7	-198	-4.7	-99.95	-3.0	-176	-7.5	605	3.8	148.54	1.1
BETHANY	13	296		3,320		2,758.18		1,986		13,237		10,797.37	
	14	307		3,709		2,779.82		2,157		14,559		11,018.24	
		11	3.7	389	11.7	21.64	.8	171	8.6	1,322	10.0	220.87	2.0
CAPITOL HILL	13	343		4,140		3,423.21		2,169		17,061		13,553.97	
	14	374		3,924		3,238.99		2,010		16,253		13,081.18	
		31	9.0	-216	-5.2	-184.22	-5.4	-159	-7.3	-808	-4.7	-472.79	-3.5
CHOCTAW	13	136		1,990		1,965.62		1,005		7,269		7,933.13	
	14	147		1,969		1,839.29		1,140		7,235		6,858.55	
		11	8.1	-21	-1.1	-126.33	-6.4	135	13.4	-34	-.5	-1,074.58	-13.5
DEL CITY	13	334		3,668		2,915.61		1,950		14,936		11,680.02	
	14	321		3,475		2,852.69		2,035		14,364		11,589.69	
		-13	-3.9	-193	-5.3	-62.92	-2.2	85	4.4	-572	-3.8	-90.33	-.8
DOWNTOWN	13	300		10,745		8,433.08		2,085		41,446		33,013.63	
	14	264		9,502		7,733.47		2,012		39,680		31,134.51	
		-36	-12.0	-1,243	-11.6	-699.61	-8.3	-73	-3.5	-1,766	-4.3	-1,879.12	-5.7
EDMOND	13	363		4,209		4,013.17		2,439		16,933		15,964.04	
	14	330		3,871		3,518.77		2,445		15,906		14,696.87	
		-33	-9.1	-338	-8.0	-494.40	-12.3	6	.2	-1,027	-6.1	-1,267.17	-7.9
MIDWEST CITY	13	542		6,732		5,447.46		3,481		27,639		21,637.35	
	14	502		6,116		5,185.24		3,447		25,510		20,897.82	
		-40	-7.4	-616	-9.2	-262.22	-4.8	-34	-1.0	-2,129	-7.7	-739.53	-3.4
NORTHWEST	13	395		4,000		4,360.10		2,355		14,429		14,633.43	
	14	412		4,525		4,793.73		2,965		18,066		19,168.28	
		17	4.3	525	13.1	433.63	9.9	610	25.9	3,637	25.2	4,534.85	31.0

Total Computer Usage

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	406		7,223		5,678.89		2,870		27,986		22,270.44	
	14	386		6,450		5,391.63		2,760		24,013		20,058.21	
		-20	-4.9	-773	-10.7	-287.26	-5.1	-110	-3.8	-3,973	-14.2	-2,212.23	-9.9
SOUTHERN OAKS	13	801		8,473		7,551.19		3,117		23,262		19,343.21	
	14	546		9,346		7,926.15		3,667		36,501		30,798.34	
		-255	-31.8	873	10.3	374.96	5.0	550	17.6	13,239	56.9	11,455.13	59.2
VILLAGE	13	367		4,118		3,510.94		2,658		17,239		14,169.69	
	14	376		4,169		3,393.86		2,789		17,401		13,945.85	
		9	2.5	51	1.2	-117.08	-3.3	131	4.9	162	.9	-223.84	-1.6
WARR ACRES	13	342		4,707		3,774.79		2,098		18,274		14,369.77	
	14	311		4,134		3,546.23		2,078		18,871		15,076.18	
		-31	-9.1	-573	-12.2	-228.56	-6.1	-20	-1.0	597	3.3	706.41	4.9
HARRAH	13	45		403		325.48		270		1,592		1,293.94	
	14	38		399		337.02		242		1,315		1,030.55	
		-7	-15.6	-4	-1.0	11.54	3.5	-28	-10.4	-277	-17.4	-263.39	-20.4
JONES	13	3		45		32.47		36		196		188.38	
	14	3		84		58.16		44		280		179.13	
			.0	39	86.7	25.69	79.1	8	22.2	84	42.9	-9.25	-4.9
LUTHER	13	34		300		243.32		249		1,296		1,044.86	
	14	34		268		210.96		234		1,094		842.01	
			.0	-32	-10.7	-32.36	-13.3	-15	-6.0	-202	-15.6	-202.85	-19.4
NICOMA PARK	13	24		240		251.27		114		837		871.61	
	14	14		145		99.27		98		617		465.16	
		-10	-41.7	-95	-39.6	-152.00	-60.5	-16	-14.0	-220	-26.3	-406.45	-46.6
WRIGHT	13	26		323		240.28		127		1,131		884.53	
	14	24		302		267.74		125		1,076		994.36	
		-2	-7.7	-21	-6.5	27.46	11.4	-2	-1.6	-55	-4.9	109.83	12.4
TOTAL	13	5,107		68,851		58,257.98		31,356		260,865		216,625.45	
	14	5,056		71,349		60,573.78		34,564		288,849		241,396.08	
		-51	-1.0	2,498	3.6	2,315.80	4.0	3,208	10.2	27,984	10.7	24,770.63	11.4

Computer Usage by Adult Customers

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	246		3,131		2,713.91		1,547		11,991		10,634.39	
		246	100.0	3,131	100.0	2,713.91	100.0	1,547	100.0	11,991	100.0	10,634.39	100.0
BELLE ISLE	13	295		3,609		2,877.72		1,983		14,030		11,437.03	
	14	266		3,289		2,662.50		1,822		13,435		10,642.11	
		-29	-9.8	-320	-8.9	-215.22	-7.5	-161	-8.1	-595	-4.2	-794.92	-7.0
BETHANY	13	238		2,769		2,306.67		1,629		11,199		9,199.70	
	14	250		2,931		2,212.15		1,794		11,441		8,605.69	
		12	5.0	162	5.9	-94.52	-4.1	165	10.1	242	2.2	-594.01	-6.5
CAPITOL HILL	13	222		2,096		1,851.71		1,361		8,693		7,329.06	
	14	194		1,826		1,619.75		1,201		7,246		6,321.22	
		-28	-12.6	-270	-12.9	-231.96	-12.5	-160	-11.8	-1,447	-16.6	-1,007.84	-13.8
CHOCTAW	13	92		1,322		1,342.23		714		5,112		5,576.13	
	14	102		1,178		1,098.29		808		4,578		4,066.49	
		10	10.9	-144	-10.9	-243.94	-18.2	94	13.2	-534	-10.4	-1,509.64	-27.1
DEL CITY	13	243		2,584		2,086.05		1,479		10,661		8,422.58	
	14	251		2,780		2,327.37		1,591		11,096		9,106.08	
		8	3.3	196	7.6	241.32	11.6	112	7.6	435	4.1	683.50	8.1
DOWNTOWN	13	282		10,395		8,152.65		1,889		39,721		31,684.53	
	14	241		9,279		7,547.62		1,808		38,235		29,996.43	
		-41	-14.5	-1,116	-10.7	-605.03	-7.4	-81	-4.3	-1,486	-3.7	-1,688.10	-5.3
EDMOND	13	308		3,562		3,266.50		2,051		14,324		13,223.97	
	14	270		3,236		2,902.11		1,998		13,416		12,312.86	
		-38	-12.3	-326	-9.2	-364.39	-11.2	-53	-2.6	-908	-6.3	-911.11	-6.9
MIDWEST CITY	13	435		5,097		4,130.97		2,755		20,209		15,960.57	
	14	412		4,959		4,263.66		2,806		20,035		16,703.64	
		-23	-5.3	-138	-2.7	132.69	3.2	51	1.9	-174	-.9	743.07	4.7
NORTHWEST	13	324		3,455		3,778.11		1,855		12,127		12,458.01	
	14	333		3,880		4,188.50		2,377		15,531		16,655.54	
		9	2.8	425	12.3	410.39	10.9	522	28.1	3,404	28.1	4,197.53	33.7

Computer Usage by Adult Customers

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	326		4,856		3,916.99		2,135		18,215		14,841.94	
	14	295		4,752		3,950.40		2,090		16,893		14,037.57	
		-31	-9.5	-104	-2.1	33.41	.9	-45	-2.1	-1,322	-7.3	-804.37	-5.4
SOUTHERN OAKS	13	519		4,783		4,567.93		2,222		14,530		12,553.20	
	14	402		5,115		4,502.19		2,648		19,302		17,233.40	
		-117	-22.5	332	6.9	-65.74	-1.4	426	19.2	4,772	32.8	4,680.20	37.3
VILLAGE	13	307		3,180		2,638.96		2,169		13,107		10,426.39	
	14	292		3,286		2,625.70		2,239		13,941		10,914.71	
		-15	-4.9	106	3.3	-13.26	-.5	70	3.2	834	6.4	488.32	4.7
WARR ACRES	13	295		3,501		2,821.91		1,760		13,272		10,373.46	
	14	267		3,173		2,704.33		1,767		13,837		11,107.79	
		-28	-9.5	-328	-9.4	-117.58	-4.2	7	.4	565	4.3	734.33	7.1
HARRAH	13	42		346		239.97		213		1,297		938.70	
	14	29		310		225.31		190		1,062		752.73	
		-13	-31.0	-36	-10.4	-14.66	-6.1	-23	-10.8	-235	-18.1	-185.97	-19.8
JONES	13	2		38		30.33		26		169		176.34	
	14	1		70		52.13		30		234		163.89	
		-1	-50.0	32	84.2	21.80	71.9	4	15.4	65	38.5	-12.45	-7.1
LUTHER	13	24		184		136.37		142		731		536.32	
	14	22		164		124.38		135		663		483.07	
		-2	-8.3	-20	-10.9	-11.99	-8.8	-7	-4.9	-68	-9.3	-53.25	-9.9
NICOMA PARK	13	17		210		225.27		91		764		809.12	
	14	10		129		91.63		73		497		378.51	
		-7	-41.2	-81	-38.6	-133.64	-59.3	-18	-19.8	-267	-34.9	-430.61	-53.2
WRIGHT	13	20		285		217.24		91		948		771.60	
	14	20		276		249.06		101		973		934.12	
			.0	-9	-3.2	31.82	14.6	10	11.0	25	2.6	162.52	21.1
TOTAL	13	3,991		52,272		44,587.58		24,565		199,109		166,718.65	
	14	3,903		53,764		46,060.99		27,025		214,406		181,050.24	
		-88	-2.2	1,492	2.9	1,473.41	3.3	2,460	10.0	15,297	7.7	14,331.59	8.6

Computer Usage by Minor Customers

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	98		1,813		1,453.88		598		7,410		5,802.14	
		98	100.0	1,813	100.0	1,453.88	100.0	598	100.0	7,410		5,802.14	100.0
BELLE ISLE	13	55		606		455.20		364		2,072		1,539.05	
	14	57		728		570.47		349		3,272		2,482.51	
		2	3.6	122	20.1	115.27	25.3	-15	-4.1	1,200	57.9	943.46	61.3
BETHANY	13	58		551		451.51		357		2,038		1,597.67	
	14	57		778		567.67		363		3,118		2,412.55	
		-1	-1.7	227	41.2	116.16	25.7	6	1.7	1,080	53.0	814.88	51.0
CAPITOL HILL	13	121		2,044		1,571.50		808		8,368		6,224.91	
	14	180		2,098		1,619.24		809		9,007		6,759.96	
		59	48.8	54	2.6	47.74	3.0	1	.1	639	7.6	535.05	8.6
CHOCTAW	13	44		668		623.39		291		2,157		2,357.00	
	14	45		791		741.00		332		2,657		2,792.06	
		1	2.3	123	18.4	117.61	18.9	41	14.1	500	23.2	435.06	18.5
DEL CITY	13	91		1,084		829.56		471		4,275		3,257.44	
	14	70		695		525.32		444		3,268		2,483.61	
		-21	-23.1	-389	-35.9	-304.24	-36.7	-27	-5.7	-1,007	-23.6	-773.83	-23.8
DOWNTOWN	13	18		350		280.43		196		1,725		1,329.10	
	14	23		223		185.85		204		1,445		1,138.08	
		5	27.8	-127	-36.3	-94.58	-33.7	8	4.1	-280	-16.2	-191.02	-14.4
EDMOND	13	55		647		746.67		388		2,609		2,740.07	
	14	60		635		616.66		447		2,490		2,384.01	
		5	9.1	-12	-1.9	-130.01	-17.4	59	15.2	-119	-4.6	-356.06	-13.0
MIDWEST CITY	13	107		1,635		1,316.49		726		7,430		5,676.78	
	14	90		1,157		921.58		641		5,475		4,194.18	
		-17	-15.9	-478	-29.2	-394.91	-30.0	-85	-11.7	-1,955	-26.3	-1,482.60	-26.1
NORTHWEST	13	71		545		581.99		500		2,302		2,175.42	
	14	79		645		605.23		588		2,535		2,512.74	
		8	11.3	100	18.3	23.24	4.0	88	17.6	233	10.1	337.32	15.5

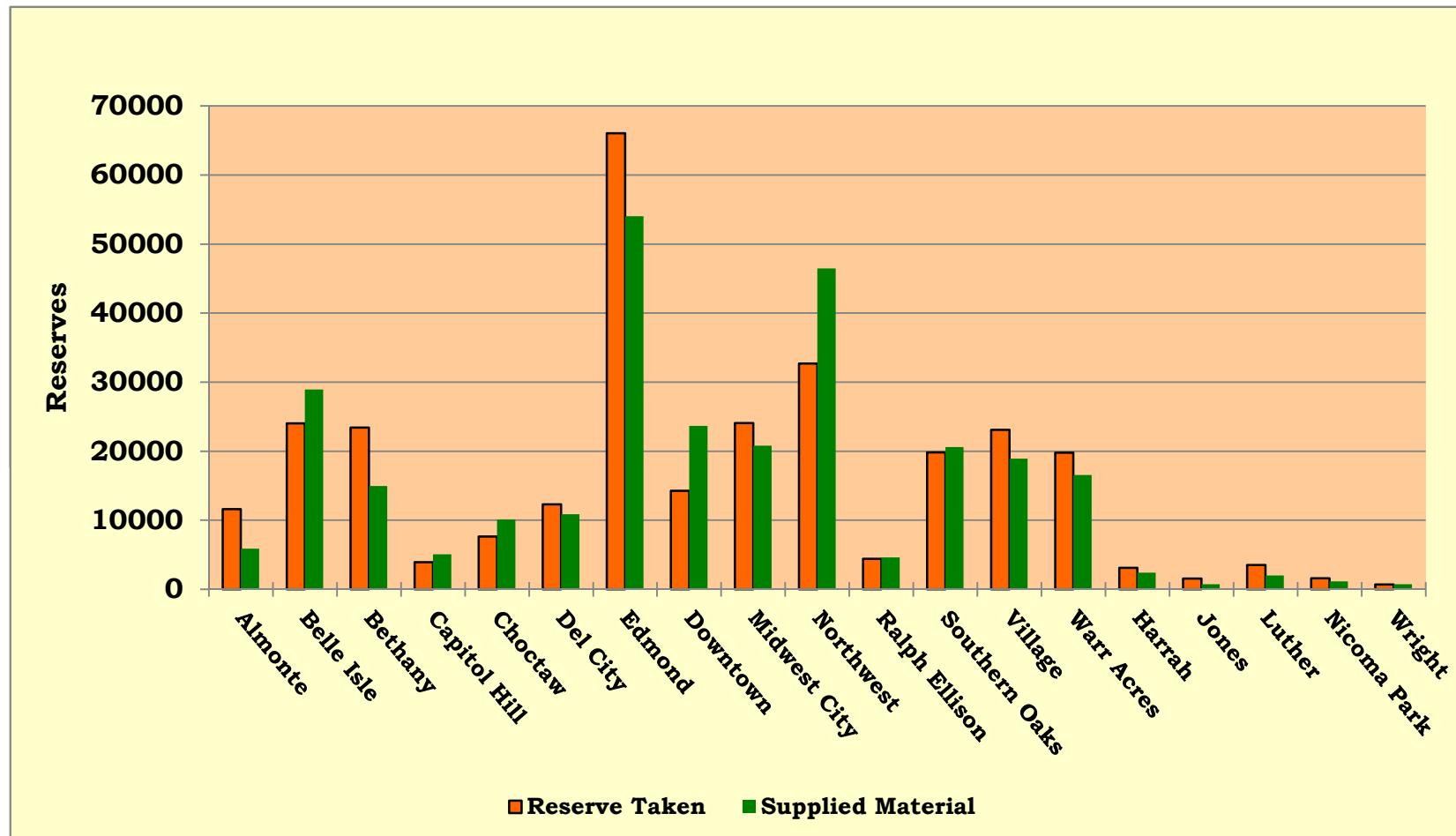
Computer Usage by Minor Customers

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	80		2,367		1,761.90		735		9,771		7,428.50	
	14	91		1,698		1,441.23		670		7,120		6,020.64	
		11	13.8	-669	-28.3	-320.67	-18.2	-65	-8.8	-2,651	-27.1	-1,407.86	-19.0
SOUTHERN OAKS	13	282		3,690		2,983.26		895		8,732		6,790.01	
	14	144		4,231		3,423.96		1,019		17,199		13,564.94	
		-138	-48.9	541	14.7	440.70	14.8	124	13.9	8,467	97.0	6,774.93	99.8
VILLAGE	13	60		938		871.98		489		4,132		3,743.30	
	14	84		883		768.16		550		3,460		3,031.14	
		24	40.0	-55	-5.9	-103.82	-11.9	61	12.5	-672	-16.3	-712.16	-19.0
WARR ACRES	13	47		1,206		952.88		338		5,002		3,996.31	
	14	44		961		841.90		311		5,034		3,968.39	
		-3	-6.4	-245	-20.3	-110.98	-11.6	-27	-8.0	32	.6	-27.92	-.7
HARRAH	13	3		57		85.51		57		295		355.24	
	14	9		89		111.71		52		253		277.82	
		6	200.0	32	56.1	26.20	30.6	-5	-8.8	-42	-14.2	-77.42	-21.8
JONES	13	1		7		2.14		10		27		12.04	
	14	2		14		6.03		14		46		15.24	
		1	100.0	7	100.0	3.89	181.8	4	40.0	19	70.4	3.20	26.6
LUTHER	13	10		116		106.95		107		565		508.54	
	14	12		104		86.58		99		431		358.94	
		2	20.0	-12	-10.3	-20.37	-19.0	-8	-7.5	-134	-23.7	-149.60	-29.4
NICOMA PARK	13	7		30		26.00		23		73		62.49	
	14	4		16		7.64		25		120		86.65	
		-3	-42.9	-14	-46.7	-18.36	-70.6	2	8.7	47	64.4	24.16	38.7
WRIGHT	13	6		38		23.04		36		183		112.93	
	14	4		26		18.68		24		103		60.24	
		-2	-33.3	-12	-31.6	-4.36	-18.9	-12	-33.3	-80	-43.7	-52.69	-46.7
TOTAL	13	1,116		16,579		13,670.40		6,791		61,756		49,906.80	
	14	1,153		17,585		14,512.79		7,539		74,443		60,345.84	
		37	3.3	1,006	6.1	842.39	6.2	748	11.0	12,687	20.5	10,439.04	20.9

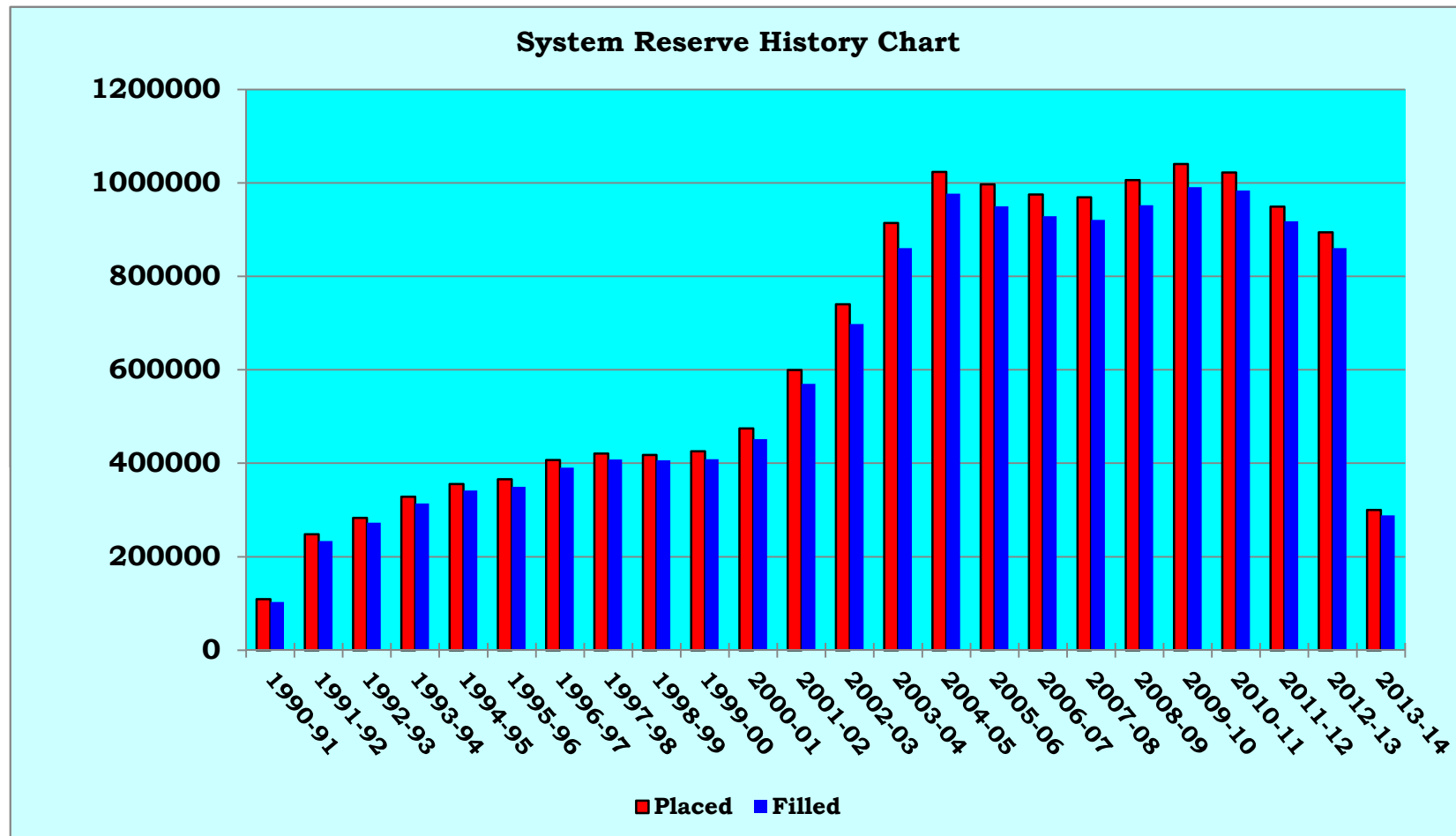
System Reserve Report

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)



System Reserve Report

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)



System Reserves Report

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13						
	14	2,930	11,605		2,821	10,800	
		2,930	11,605		2,821	10,800	
BELLE ISLE	13	7,634	32,115		7,318	30,428	
	14	5,678	24,056		5,645	23,365	
		-1,956	-8,059	-25.1	-1,673	-7,063	-23.2
BETHANY	13	5,715	24,511		5,446	23,133	
	14	5,900	23,427		5,429	21,538	
		185	-1,084	-4.4	-17	-1,595	-6.9
CAPITOL HILL	13	1,344	5,930		1,371	5,705	
	14	866	3,945		865	3,833	
		-478	-1,985	-33.5	-506	-1,872	-32.8
CHOCTAW	13	2,279	8,679		2,193	8,288	
	14	1,575	7,651		1,542	7,383	
		-704	-1,028	-11.8	-651	-905	-10.9
DEL CITY	13	3,387	14,955		3,380	14,128	
	14	3,056	12,306		2,937	11,855	
		-331	-2,649	-17.7	-443	-2,273	-16.1
EDMOND	13	16,777	70,528		16,673	67,979	
	14	15,627	66,032		15,375	63,891	
		-1,150	-4,496	-6.4	-1,298	-4,088	-6.0
DOWNTOWN	13	3,403	15,739		3,398	15,028	
	14	3,542	14,256		3,486	13,539	
		139	-1,483	-9.4	88	-1,489	-9.9
MIDWEST CITY	13	6,117	26,225		6,101	25,368	
	14	5,832	24,096		5,864	23,397	
		-285	-2,129	-8.1	-237	-1,971	-7.8
NORTHWEST	13	7,151	30,225		6,976	28,618	
	14	7,928	32,704		7,747	31,565	
		777	2,479	8.2	771	2,947	10.3
RALPH ELLISON	13	1,321	5,571		1,331	5,444	
	14	1,090	4,402		1,062	4,173	
		-231	-1,169	-21.0	-269	-1,271	-23.3
SOUTHERN OAKS	13	6,484	23,962		6,235	22,919	
	14	4,842	19,826		4,745	19,171	
		-1,642	-4,136	-17.3	-1,490	-3,748	-16.4

System Reserves Report

July 1, 2013 through October 31, 2013 (33.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	5,844	25,831		5,943	24,946	
	14	5,373	23,109		5,682	22,248	
		-471	-2,722	-10.5	-261	-2,698	-10.8
WARR ACRES	13	5,015	21,432		4,991	20,645	
	14	4,933	19,788		4,916	19,029	
		-82	-1,644	-7.7	-75	-1,616	-7.8
HARRAH	13	1,032	3,766		1,011	3,656	
	14	811	3,098		799	2,995	
		-221	-668	-17.7	-212	-661	-18.1
JONES	13	355	1,355		336	1,319	
	14	427	1,558		414	1,491	
		72	203	15.0	78	172	13.0
LUTHER	13	855	3,630		837	3,624	
	14	801	3,524		882	3,523	
		-54	-106	-2.9	45	-101	-2.8
NICOMA PARK	13	447	2,215		479	2,166	
	14	337	1,604		369	1,584	
		-110	-611	-27.6	-110	-582	-26.9
WRIGHT	13	212	1,016		201	950	
	14	167	710		177	695	
		-45	-306	-30.1	-24	-255	-26.8
TOTAL	13	76,169	320,701		75,046	307,279	
	14	72,446	300,623		71,499	288,855	
		-3,723	-20,078	-6.3	-3,547	-18,424	-6.0

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2013

WARR ACRES PUBLIC ART INSTALLED

A new sculpture titled "Mind Connect" by Broken Arrow, OK, artist Randy Vaughn was dedicated at the Warr Acres Library's customer appreciation reception on October 26. The sculpture is a steel structure depicting five interconnected books in vibrant colors. Mr. Vaughn describes the sculpture as "an inspirational piece showing the unified spirit characterized in the way our minds connect with books." Mr. Vaughn is a native of Tulsa whose work reproducing classic car parts and fabricating sheet metal components for the oil and aerospace industries led him to explore abstract steel sculpturing.



STAFF RECOGNITION EVENT

The annual staff recognition event was held on Saturday, October 26 at the National Cowboy and Western Heritage Museum. A large number of staff and guests were recognized for their years of service to the Library. Thank you to Commissioners: Jose Jiminez, Fran Cory, Ralph Bullard, Judy Smith, Beth Toland and Caroline Leslie for their attendance and support.

Special thanks, as always go to the Friends of the Libraries for their support of this event every year. We would not be able to do it without their financial support and their attendance each year. President Harry Ayers represented the Friends along with a number of board members at the dinner.

Thank you!

HELLO TO NEW MAINTENANCE MANAGER

We are happy to introduce Curtiss Ray as our new Manager of Facilities Maintenance. Curtiss came to us from Astellas Pharma Technologies, Inc., where he was an electronic specialist. He has maintained facility HVAC units and was responsible for directing the work of several employees. He has his associate's degree from Oklahoma State University in Automated Manufacturing Service Technology.

Welcome Curtiss!

CAPITAL PROJECTS UPDATE

Work is proceeding on several fronts:

- Capitol Hill – We are working on several options to strike a balance between budget, quality and quantity as the initial programming report to OKC indicates the project exceeds budget.
- Downtown – OKC and MLS are reviewing a report concerning the water leaks in the building. Staff met with OKC to review the current plans for Project 180 – the Park Avenue portion. We will be able to keep our bus drop off and will be provided 2 handicapped spaces. The contract will be awarded in March 2014, but construction will not take place until spring 2015.
- Jones – Design Process is moving forward and an updated schedule has been issued. Road work for the new access road to the library has begun. This service is being provided by Oklahoma County.
- Northwest – Installation of the audio visual system began this week. Additional lighting for the program room has been ordered and will be installed after the 1st of the year. We are working with OKC on the replacement of the bollards in the parking lot.















EXECUTIVE DIRECTOR OUTREACH ACTIVITIES

- Attended Homeless Summit 2013
- Attended Ribbon Cutting Ceremony for PLS 24/7 Library
- Met with City Manager of Midwest City
- Attended Ribbon Cutting Ceremony for New Westside Library in Norman
- Attended Endowment Trust Board Meeting









YOUR LIBRARY – THERE’S AN APP FOR THAT!







Did you know your library can go with you, wherever you are? Think of us as your digital security blanket, where you can access all the stories, music, and magazines you love! The Metropolitan Library System offers free apps that help connect you with the media you want! Simply download any of the apps to take your library with you, whether you are at work, play, home, or traveling. Your library is always available 24/7!

Here is a quick and easy cheat sheet to know which apps are right for your device:

		Availability Based on Device			
App	What does it do?	Apple iOS	Android	Kindle Fire	Nook HD
OverDrive Media Console	Download Adobe ePub eBooks & MP3 audiobooks				
Freegal	Download MP3 music			Songs download directly to device	Songs download directly to device
Zinio	Download Digital Magazines				
Kindle	Read and sync Kindle Books				

Other library apps to use our services:

		Availability Based on Device			
App	What does it do?	Apple iOS	Android	Kindle Fire	Nook HD
Mango Languages	Learn foreign languages on the go from your smartphone or tablet				
Signing Savvy	Learn Sign Language on the go from your smartphone or tablet				

Project Gutenberg	Free public domain eBooks				
Internet Archive	The official archive of media on the Internet		In development	In development	In development
Open Culture	Access to cultural & educational media for lifelong learning		In development	In development	In development

Want more information on these apps or not sure they work? No problem! Just visit: <http://www.metrolibrary.org/downloads> or contact the folks in the Virtual Library anytime (webmaster@metrolibrary.org).

By [Steve Lackmeyer](#) Published: November 10, 2013, Section: Sunday Life; Page 1D

'Satan' returns to Oklahoma City with reissued book

Author Larry Johnson and Full Circle Bookstore present an annotated version of Albert McRill's "And Satan Came Also ...," a collection of columns about Oklahoma City's sinful past. The book will be released this week.



Larry Johnson is in charge of Oklahoma images, Oklahoma books and the Oklahoma Room for the Metropolitan Library System. **PAUL HELLSTERN**

City fathers produced many fine history books about the earliest days of Oklahoma City, and by and large, they portray a community led by brave, pioneering souls.

The books tell the required history of groups feuding to control early development and leadership of a town that arose overnight in 1889, recounting the early ambitions,

struggles and accomplishments of those who shaped the city over its first quarter-century.

For some reason, the city's finest historians never sought to share stories about the prostitutes brought into town to entertain the visiting cattlemen's convention. Books never detailed the houses of ill repute that flourished where the Cox Convention Center is now located. Oklahoma City was a God-fearing Prohibition town where liquor flowed and gamblers openly consorted with women of the night with little fear of the law.

Nope. Those stories couldn't be told openly. But they were shared among the old-timers in smoke-filled rooms. Such tales might have been lost forever, if not for Albert McRill, who published them as a series of "Inside Oklahoma City" columns in a community newspaper more than 60 years ago.

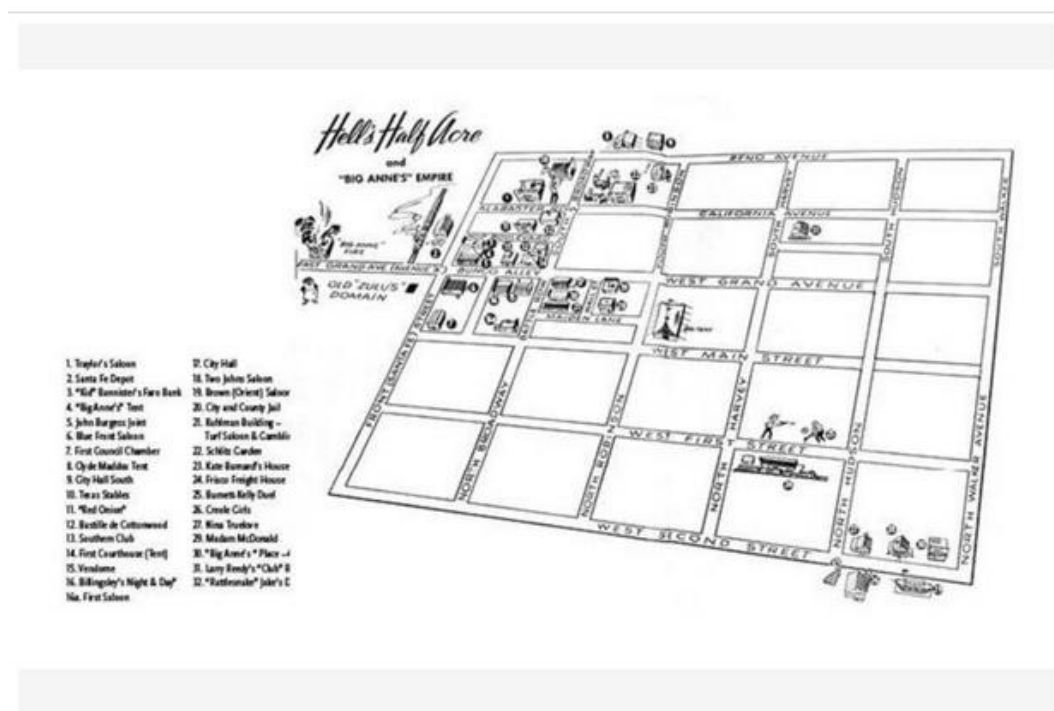
The stories are uncensored accounts that name names, places and guilty parties. They paint a rich picture of a town torn between the ideal of a modern, orderly American city and the decadence of an old West Deadwood.

With ample anecdotes of political intrigue, booze, gambling and whoring mixed with civic and religious zealotry, McRill's stories would make a great HBO series.

McRill's columns unveiled a history that definitely did not have the chamber of commerce seal of approval. In 1955, the columns were stitched together with illustrations and photos for the book "And Satan Came Also ..."

McRill, a former city manager, died shortly after the book's release. By the time I first learned about the book a decade ago, the few available copies at used bookstores and online were selling for hundreds of dollars.

But procrastinators beware: I predict these books will sell out quickly and will once again command a high price on the used market.



Larry Johnson talks about some of the surprises in the book.

By [Steve Lackmeyer](#) Published: November 10, 2013

Q&A with Larry Johnson about “And Satan Came Also ...”

Larry Johnson, known to friends as “Buddy,” holds degrees in history and information science and is a reference librarian for the Metropolitan Library System, where he maintains the Oklahoma Room and the library's digital history collections.

He is a frequent contributor to Info magazine and is the author of five books, including “Historic Photos of Oklahoma City.” He is also vice president of Retro Metro Oklahoma City, a nonprofit city history organization. *The Oklahoman* visited with Johnson about his latest project, the republishing of “And Satan Came Also ...”

Q: What is your favorite story from “And Satan Came Also ...”?

A: There are several small stories that come out in the notes I like best. A bar owner had to close due to Prohibition, so he moved Nickelodeons in, and he grew into a regional chain of movie theaters across the southwest. He became pretty wealthy. One day, he was in his mid-40s, he challenged a friend to a footrace at the Capitol, and he died of a heart attack. There's a lot of irony there. The city has a lot of stories like that. There was a guy who had a train car of potatoes he couldn't sell in St. Louis, so he brought it to Oklahoma City, and he ended up owning several grocery stores and becoming pretty wealthy. It shows that anybody with enough ambition could make their fortune here back then.

Q: What is the highest price you've found for an original copy of “And Satan Came Also ...”

A: There are only two copies right now on ABE (an online retailer): one for \$395 and one for \$350. I've heard of \$450 for a clean, signed copy.

Q: What is the biggest unanswered question you have after researching this book?

A: I feel like I really got to understand (Albert) McRill, and once I was able to unpuzzle his personal brand of political ideology, I was able to make sense of a lot of what he wrote and why. My biggest questions revolve around things like what actual conversations occurred between McRill and (defense attorneys/crime figures) Orban Patterson and Moman Pruiett. He's very humble and any reference to himself in the book is left with tantalizing, gaping holes. When he writes about the episode where he was fired as city manager, he simply says they voted to remove Manager McRill from office. I would love to hear his thoughts and feelings about that day.

Q: Are there other rare Oklahoma City history books you would like to see republished?

A: There are, actually. Unfortunately, I don't want to give away the ideas. I'm working on one right now that is proving very difficult to get the rights to, but I feel confident that it will happen. And there's a fantastic, but very much unheralded, three volume set that I'd like to edit into a single powerful volume. It mentions a lot of people who are still around and some still active.